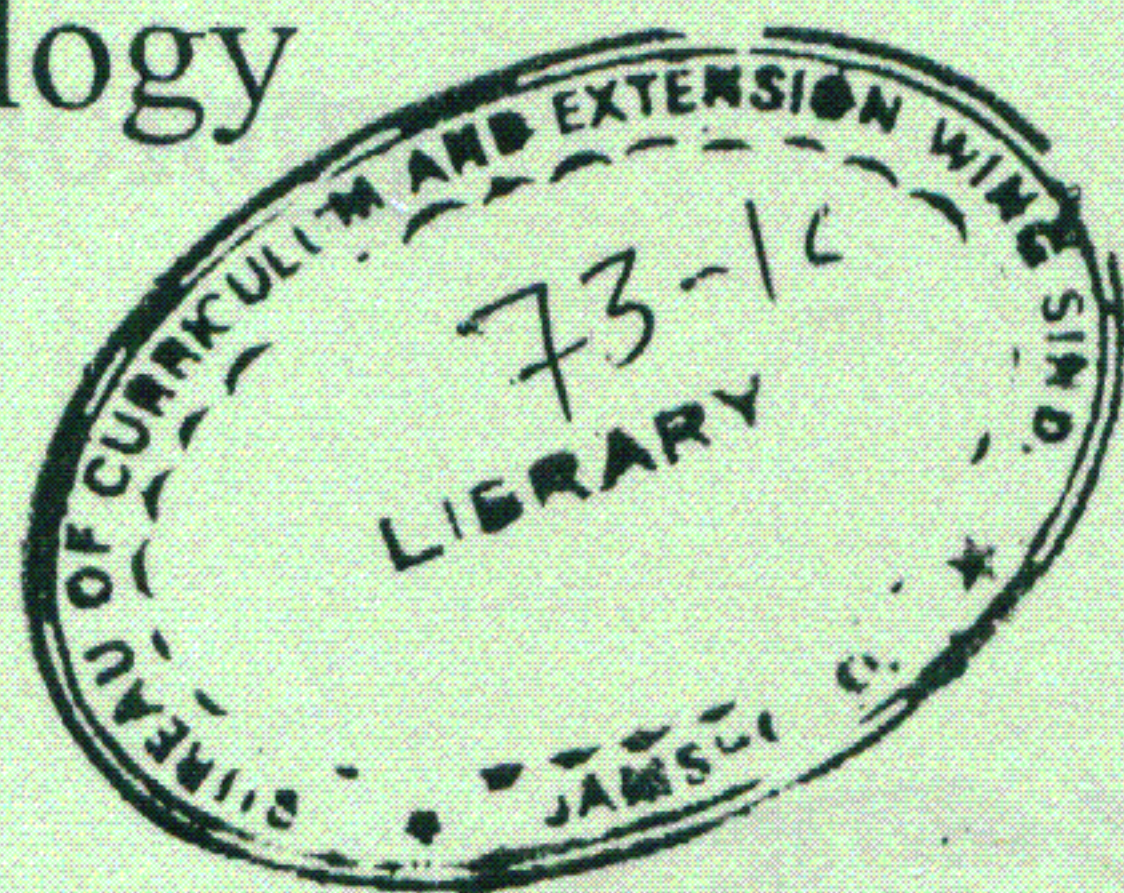


TRAINING MANUAL

FOR PRIMARY SCHOOL TEACHERS

Information Technology
Class I-V



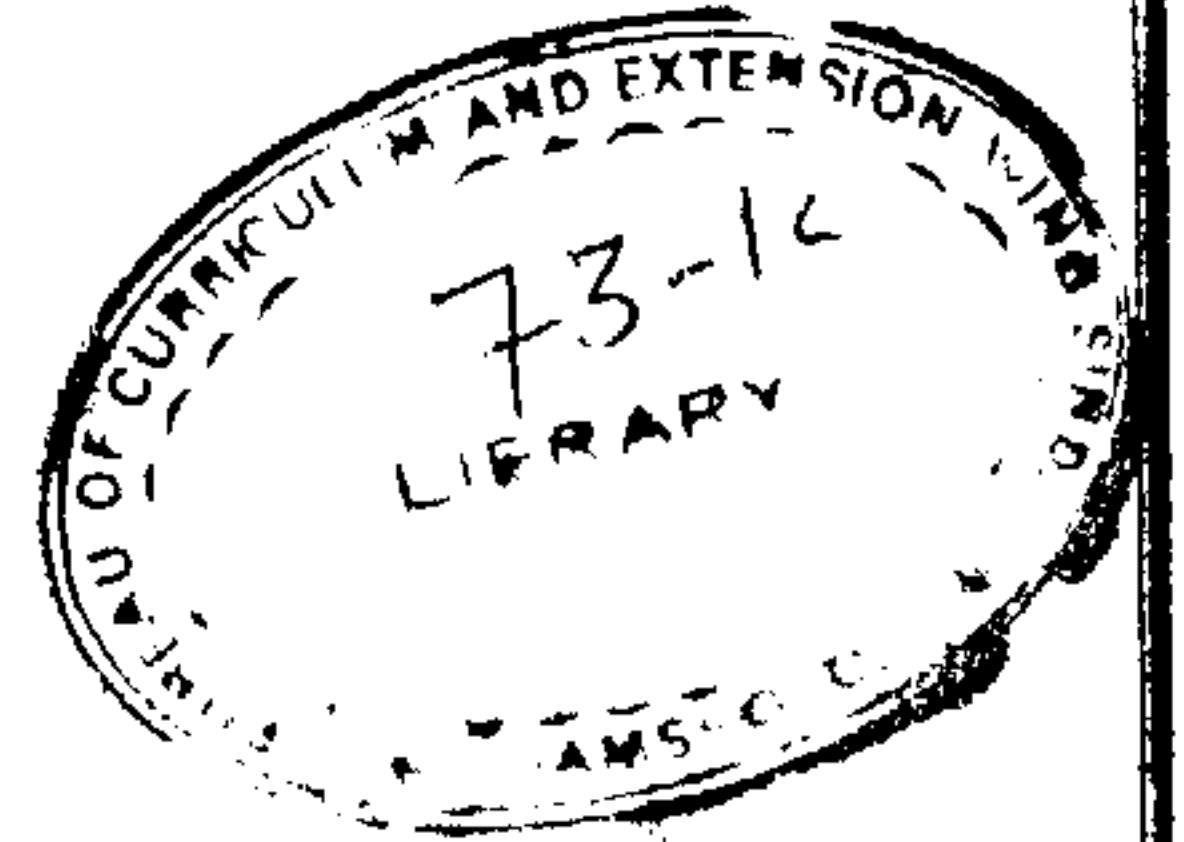
Bureau of Curriculum & Extension wing
**Directorate of Research and Assessment Sindh,
Jamshoro**

November, 2002

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Jamshoro

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PREFACE

The Government of Pakistan and that of Sindh are fully aware of the importance of providing better education to the children for better citizenship role in the fast changing technological age and a global socio-cultural integration.

The secret of the development of the nations is based on the educational standard. It is the responsibility of the teacher to maintain the educational standard.

In order to develop the teacher, it is necessary to organize in-service courses frequently. Keeping in view the importance of training for the teachers, the Government of Sindh in collaboration with Directorate of Research and Assessment Sindh, Jamshoro (Ex- Bureau of Curriculum and Extension Wing Sindh, Jamshoro) has designed in-service courses for the working teachers in the system.

This booklet is mainly prepared for the Professional support to the teachers of the Primary Schools, to enable them improve their proficiency and skills to teach English effectively in the Primary Schools of Sindh.

Already there is an evident perception that the teaching of English is not taken seriously in our Government Primary Schools due to a low professional profile of the teachers for teaching English. It is therefore expected that the skillfully developed in-service training programmes will be effective for helping teachers to develop their proficiency, attitudes and skills in this area.

Hence the major objective of this booklet is to provide necessary material to the teacher to make the teaching learning process concrete and meaningful for the students. In this booklet the objectives of teaching concept clarifications, methods of teaching, use of necessary teaching aids, classroom activities and English language testing, etc. have been included. The professional ideas dealt with in these pages will be of substantial value to the teacher of English of all the levels.

I am highly thankful to all those experts who took active part in developing this booklet and worked day and night.

I will wait for your views and suggestions for making this booklet more useful and meaningful.

Dr. MEHBOOB ALI SHAIKH
Director

ABSTRACT

This manual is basically prepared for the beginners, especially for the persons using Computer for the first time.

The first chapter gives a basic idea of a computer system. It is important to know the necessary components of your system before you proceed to use computer.

The second chapter deals with understanding MS WORD. It gives you easy tips and methods to start your first document and format it. It also helps you to change the settings, save them, copy them on the floppy disk and even print them.

The same chapter gives an insight to the advanced features of MS WORD , like drawing and inserting Tables, changing the settings of the Tables , Graphics and inserting Pictures etc.

The third chapter is to introduce MS EXCEL and work on your work sheets and graphs. It will help you out in drawing maps and graphs according to your data.

Some useful tips are included in the Fourth Chapter to make you comfortable with the general use of your PC. Some commonly faced messages and their solutions are also listed to make you able to solve minor problems by yourself.

Fifth chapter includes tips and easy approach to use the e-mail facility. You can read, and send e-mails using any of the Hotmail or Yahoo applications after reading this chapter.

Last Chapter Tips and Tricks will help you for solving some routine problems of your PC.

This manual is designed to make you familiar with your system and to help you during the documentation of your first work piece using a computer. You will surely get to know more aspects and tools of MS WORD and other applications when you start using it. This manual is to guide you for the first time and you will surely discover more interesting features by your self later on.

All the best!

Information Technology (IT)

Information Technology is playing vital roll towards success of every organization and key agent for changing working patterns as per needs of modern times. The whole world is now a global city due to IT. No matter how far information is created this is easily assessable through IT any where in the world.

According to Pakistan Education Policy two main areas were identified for the development of IT culture in Pakistan; Infrastructure and Training of Manpower. The Directorate of Research and Assessment, Sindh, Jamshoro is focusing on above areas, endeavoring for improving the quality of delivery of education in all elementary Institution through establishing benchmarks for competencies, continuous improving in curriculum, teacher education and assessment reforms.

IT importance cannot be underestimated. The Government of Pakistan is fully aware of the educational, cultural, economic, scientific and global importance of IT.

It is because of such value that the Government has introduced the teaching of IT in the primary schools from class I-V and onwards.

GROUP WORK (1st day)

Each group will consist of 45 participants.
The participants will discuss the following.
Do you agree that the IT should be taught from class-I?
If you agree then give reasons.
If you don't agree then also give reasons.

Group leaders will present the group reports at the end of the group session.
The Resource Person/ Master Trainer will give views, such as:

The IT teaching is different, in many ways, from the teaching of the other subjects:

This is because:

1. IT teaching is based on sound concepts of equipment handling
2. Practical is the most important aspect of IT teaching

IT Manual is divided in six chapters (Modules), Master Trainers will conduct one session on theoretical concepts followed by practical (hands on computer) daily.

Table Of Contents

Chapter 1: Understanding Basics

1.1	What is a computer	5
1.2	Basic components of a computer	5
1.3	Central Processing Unit	5
1.4	Monitor	6
1.5	Keyboard	6
1.6	Mouse	6
1.7	Output Modules	7
1.8	Input Modules	7
1.9	Printer	7
1.10	Scanner	7
1.11	Modem	8
1.12	Computer Hardware	8
1.13	Computer Software	8

Chapter 2: Using MS Word

2.1	Switching Your Computer On	9
2.2	Have a Look at the Software	9
	Start Menu Options	10
2.3	Searching for MS WORD	10
2.4	Menus in Word	10-11
2.5	Creating Your First Document	12
2.6	Formatting and Changing Your Settings	12
2.7	Checking Spellings and Grammar	13
2.8	Saving your Work on The Hard Disk	14
2.9	Printing Your Document	14
2.10	Copying On the Floppy Disk	14
2.11	Printing From The Floppy Disk	14
2.12	Working with Tables and Borders	15
2.13	How To Create Simple Tables	15
2.14	How to Create Complex Tables	15
2.15	How to Remove A Cell Line	16
2.16	How To Orient and Align Table Contents	16
2.17	How to Create Borders and Shadings	16
2.18	Changing The Appearance of Your Page	16-18

Chapter 3: Using MS Excel

3.1	Creating Opening and Saving Files	19
3.11	Creating A Work Book	19
3.12	Viewing or Saving As MS Excel Workbook	19
3.13	Working With Workbooks and Worksheets	20
3.14	Entering Data and Selecting Cells	20
3.15	Enter a formula to calculate a value	21
3.15	Entering Same Data in to Several Cells	21
3.16	Creating Charts	22
3.17	Selecting a Different Chart Type	22
3.18	Displaying Data in a Map	22

Chapter 4: Solving Problems

4.1	Easy Tips to Work Efficiently with Your Computer	23
4.2	Basic Trouble Shooting	24

Chapter 5: Using E-mail

5.1	Connecting to Net	25
5.2	Hotmail Users	26
5.3	Hotmail Inbox	26
5.4	Hotmail Sign out	27
5.5	Sending Attachments	28
5.6	Yahoo Users	29
5.7	Reading, Sending and Attaching Mail	29
5.8	Using Internet	30

Chapter 6: Tips and Tricks

Printer problems:	31
DMA Support for Hard Drives.....	31
Swap File Maintenance	32
Startup Load Programs: No Registry.....	32
System Restore	32
System Restore	32
Renaming the Recycle Bin Option	33
DOS Delete Command.....	33
Trash the 'Trash Bin'	33
Animation, De-Animation.....	33
IF YOUR BROWSER IS STUCK	34
Control Key For Copying.....	34
Quick And Easy PC Tune-Up"	34
How Your PC Stores Files	34
Using ScanDisk.....	35
Using DeFrag	36
About Disk Compression Utilities.....	36
Precautions	37
A Note To Windows 95® Users.....	37
BOOST YOUR PCS PERFORMANCE WITHOUT SPENDING MONEY	37
Windows 95 Notes	39

CHAPTER ONE

Understanding Computer System

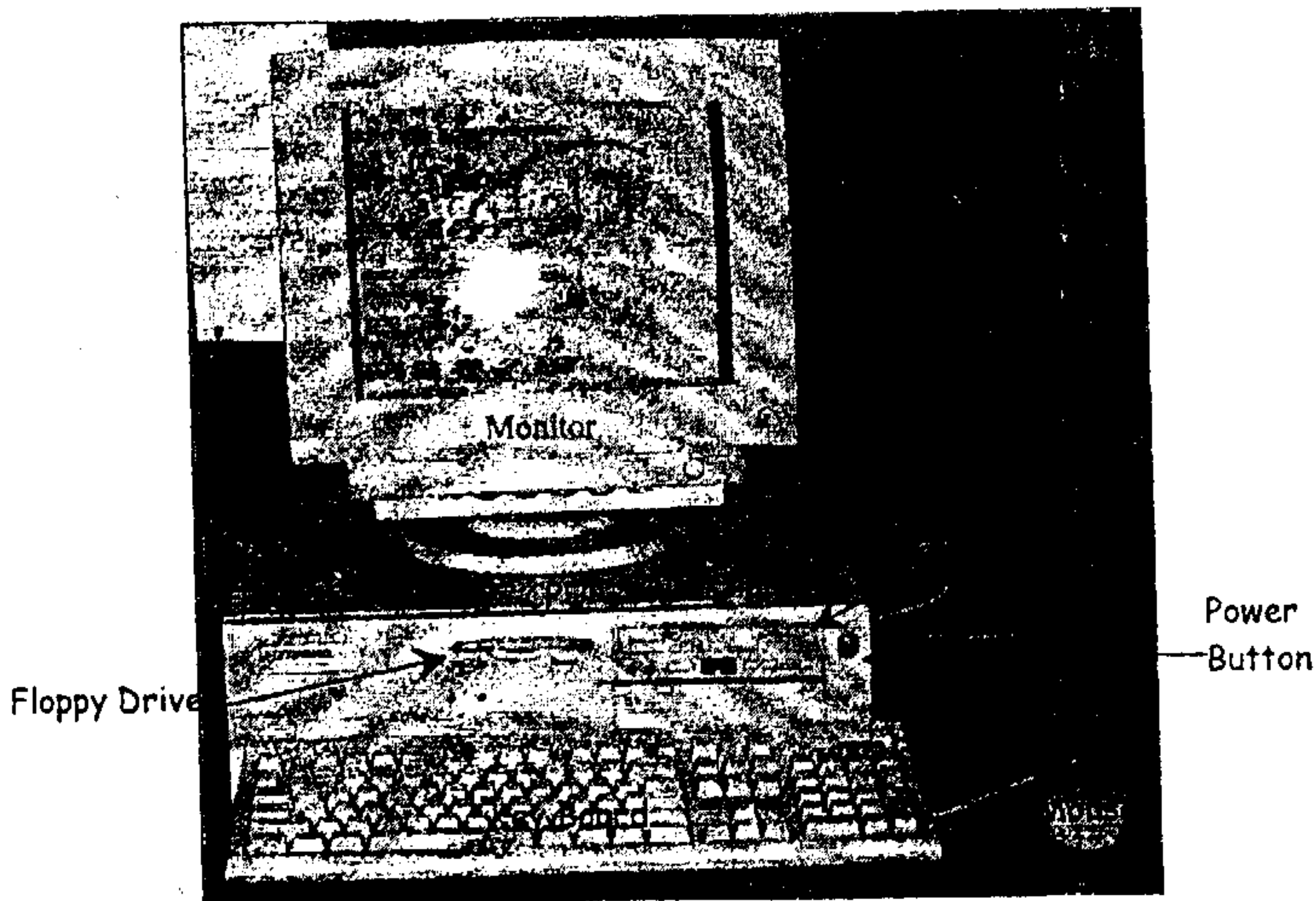
1.1 What is a Computer ?

Computer is an electronic, digital information processing device controlled by programs. It is used to input, store, process data and produce output information. Computer have input and output unit, storage unit, processing unit with Arithmetic and logic unit due these units computer will perform mathematical and logical functions and produce output according to given instructions.

1.2 Basic Computer Components:

The components of a common computer system consist of :

1. CPU.
2. Monitor.
3. Keyboard.
4. Mouse.



Basic Computer System

1.3 Central Processing Unit:

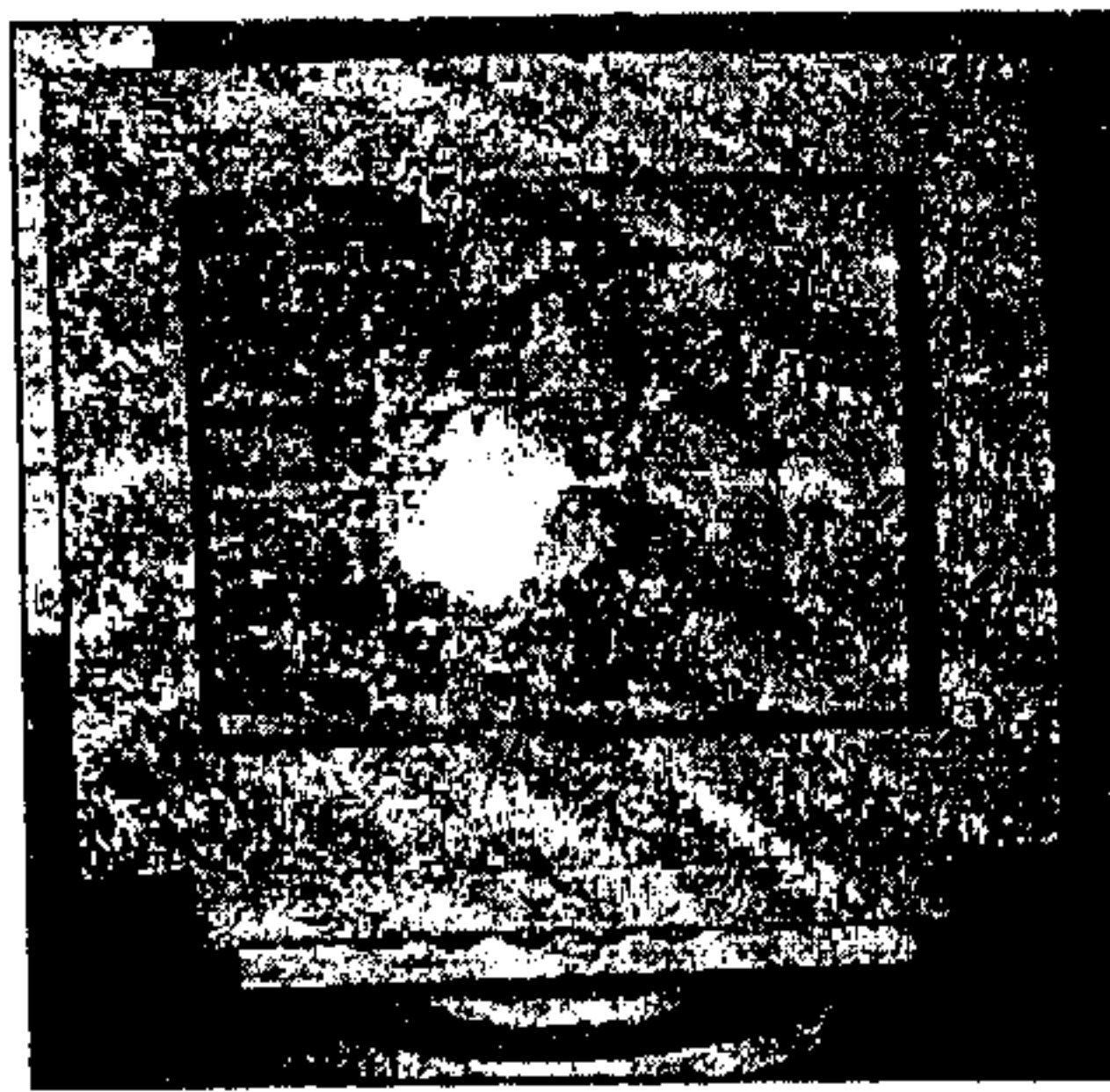
The heart and soul of a computer system is the CPU. It consists of a memory portion , which is used to store the data temporarily and permanently. Various computers have different memory capacities. Usually the memory is measured in units of Bytes, KiloBytes(KB), Mega Bytes(MB) and Giga Bytes(GB).

The Arithmetic Logic Unit or ALU is a component used for the arithmetic and logical operations. All the other components are connected to the CPU for inputting and outputting the data.

These are the devices connected to the CPU to input data into the memory of the computer. For example Key Board, Mouse etc.

1.4 Monitor:

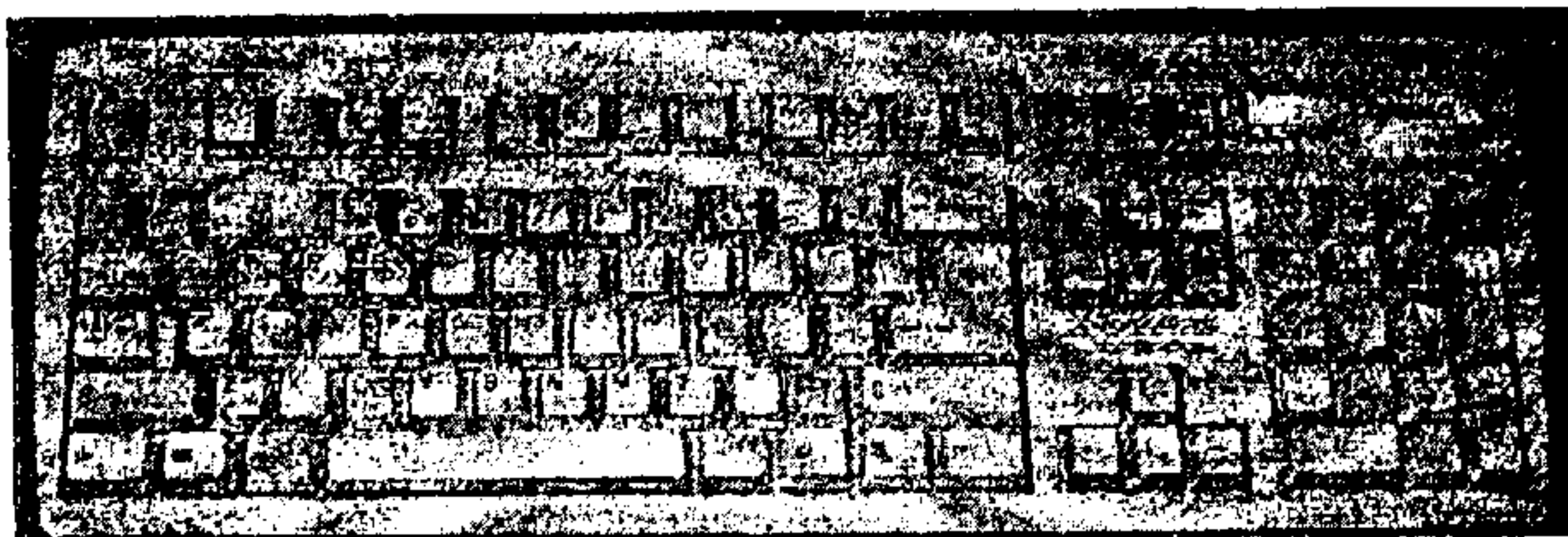
A display or a monitor is also connected the CPU of a system. It is just like a TV screen on which you can see your work .It can be a monochrome (black and white) or a colored one. There are various sizes ranging from a small size display of a few millimeters to a big huge screen of several inches.



Monitor

1.5 Keyboard:

It is the input device connected to the CPU of your system. It is like an electronic type writer with a few more controls for some special tasks. Some keys have dual functions so they are used with the **SHIFT** key. Important keys are Esc, Tab, Caps Lock, Ctrl, Alt, Delete, Page up, Page down, Space Bar, End, Home, Backspace and arrow keys are some of the mostly used keys.



Standard Key Board

1.6 Mouse:

It is a device used to move the cursor, to change the specially for drag and drop facility single click and double the mouse more versatile .Using a mouse reduces many key combinations on the key board.



Mouse

settings and click makes remembering

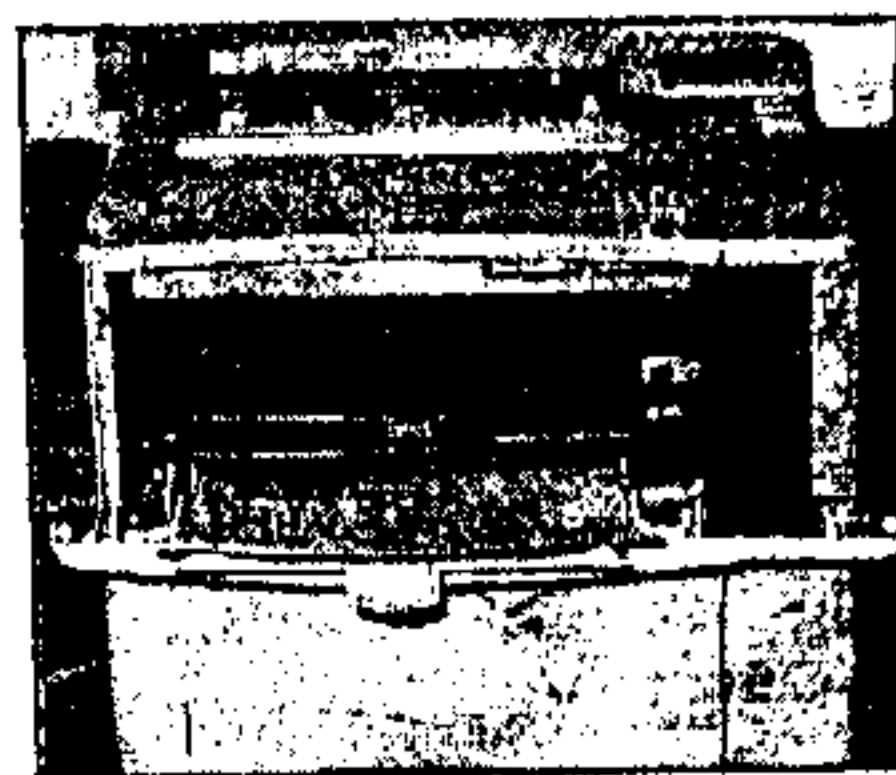
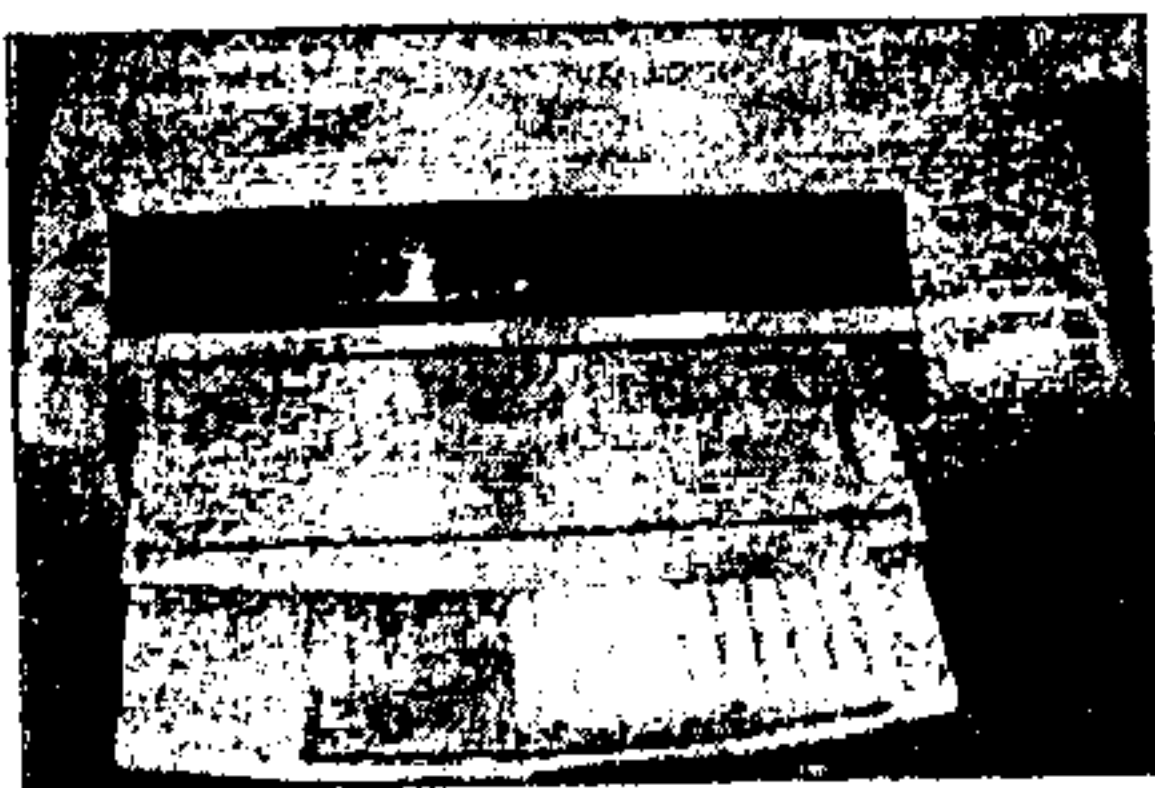
1.7 Output Modules:

These are the devices connected to the CPU of your system , to take the data out either on the screen or on the paper. Examples are Monitor, Printer, Speakers etc.

1.8 Input Modules:

These are the devices used to input data/information in the CPU.They are connected to the CPU and the user inputs information through them.For example, Key Board, Mouse, Scanner, Mike etc.

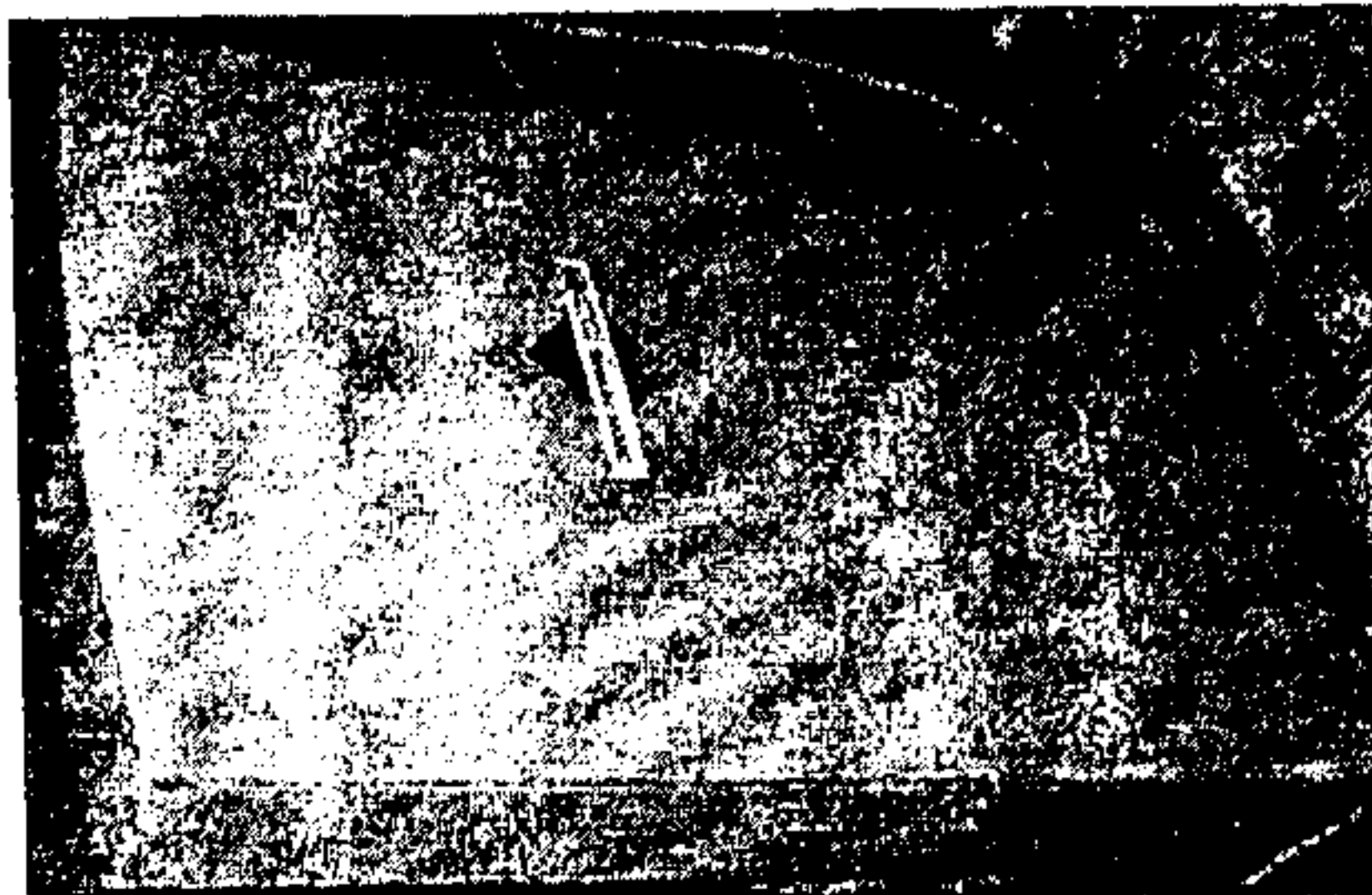
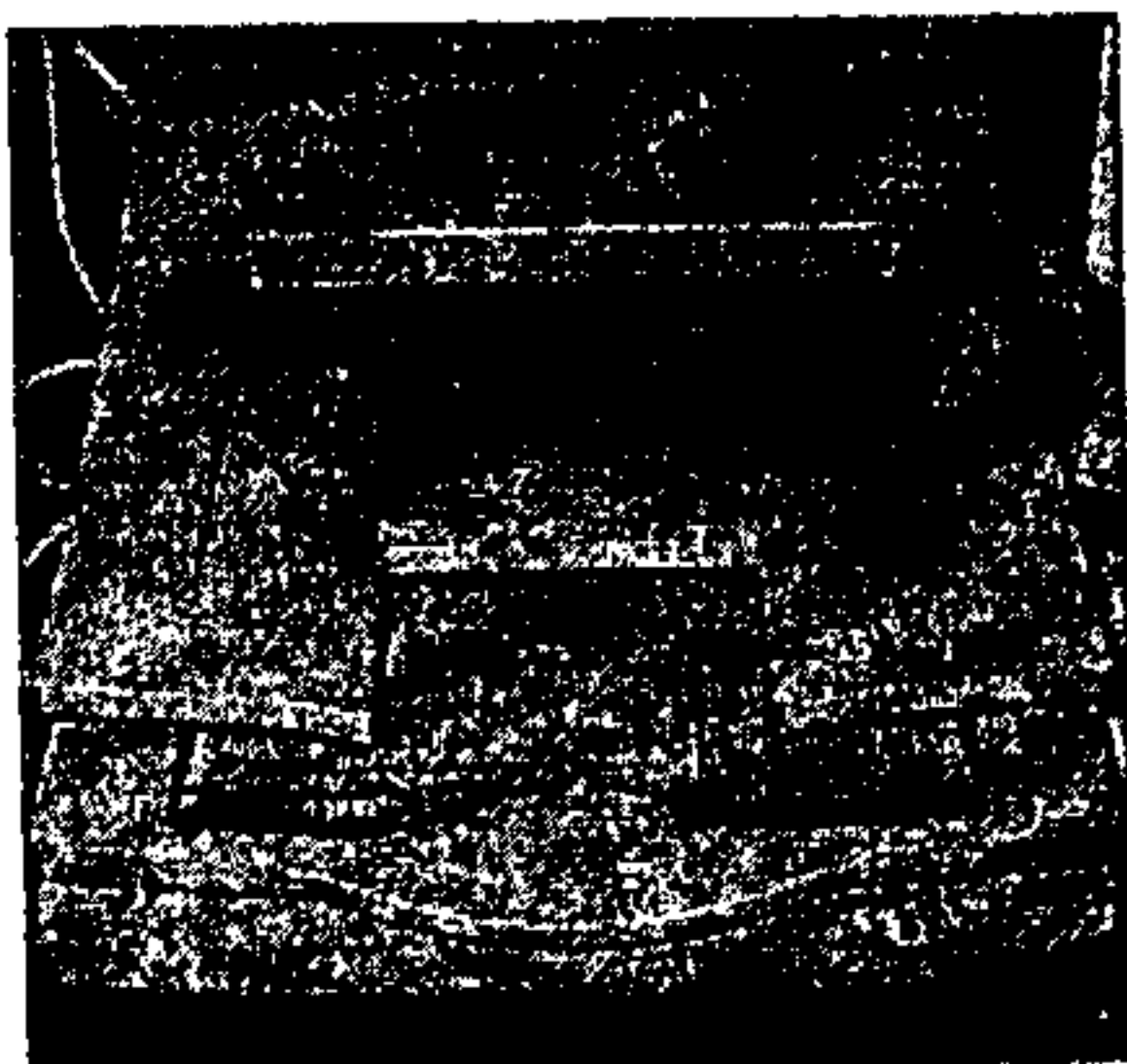
1.9 Printer:



Is a device used to take a hard copy of your work on the paper. It is also connected to the CPU of your system .The printer may be colored or a black and white one. The printers are differentiated according to their speed and colour specifications. For example desk jet and ink jet printers are comparatively slower than laser jet printers.

1.10 Scanner:

Is a device to scan your pictures and text. It is also connected to the CPU of your system.The scanned pictures and text can be printed out using the printer and you can make changes to the scanned information.



1.11 Modem

It is an electronic device connected internally or externally with to CPU. It is used to connect the computer to the internet. You can send and receive messages through the e-mail and also get the information from the internet. Different Modems have different speeds ranging from 28KB/sec to 56KB/sec. The speed is going to increase with time and development in technology.

1.12 Computer Hardware:

Hardware means the physical structures associated with the computer system. For example a CPU, Monitor, Keyboard, Mouse, Printer, Scanner, Speakers and other cards and wiring inside and outside a Computer CPU. The hardware is every thing that can be touched and exists in a physical shape.

1.13 Computer Software:

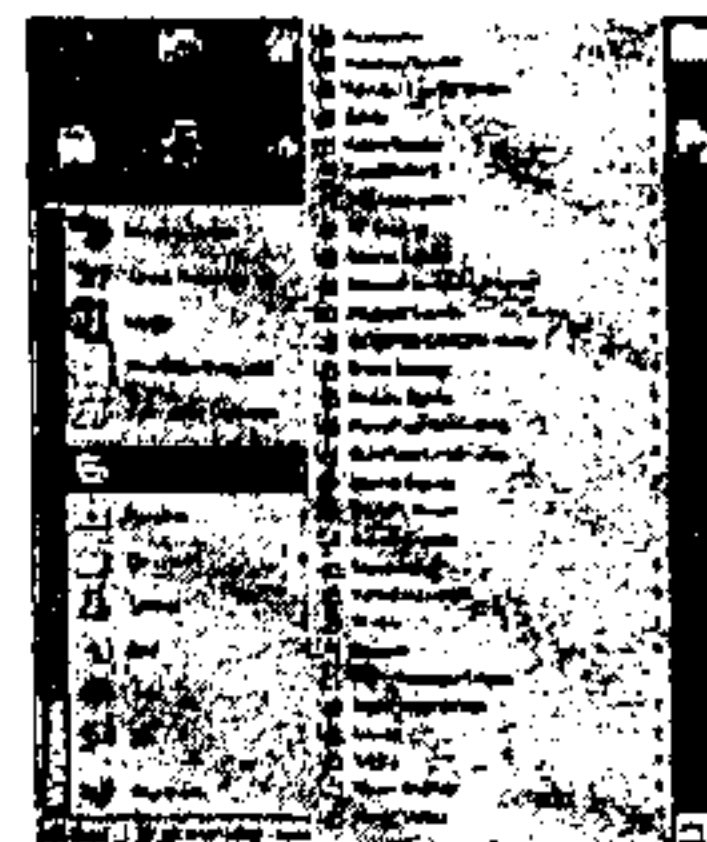
Means the programs installed in the memory of your computer. These programs are stored in the memory and can be accessed by you while using a computer. They are logical and reside inside the CPU, you can use them but can't physically touch them. MS windows, MS Word etc. are the software we usually use.

CHAPTER TWO (Using MS Word)

Getting Started

2.1 Switching Your Computer On :

- ♣ Make sure that all the connections are safe.
- ♣ Switch ON your CPU power button.
- ♣ You will see something appearing on the screen of your monitor.
- ♣ Wait till the whole process goes on a still image with some background appears on the screen.
- ♣ You will see various icons on the screen and a **START** option on the left side of your screen.



2.2 Have A Look At The Software:

- ♣ You can have a look at the software you have on your PC .
- ♣ From the main screen, you can see many icons with their names on them. You can open any of them and explore what they contain.
- ♣ Just click the left mouse button twice and the folder will open for you.
- ♣ *OR*
- ♣ Click the mouse button once and you will see a menu.
- ♣ Click on the **OPEN** and it will do the same thing.
- ♣ Major features of the Windows Desktop:

Feature	Function
Taskbar	The area at the bottom of the screen is called the taskbar. When you open a program, a button appears on the taskbar. The taskbar contains the Start button on the left and a clock on the right. You may also see other icons on the taskbar, depending on your system's software and hardware features.
Start button	The Start button provides access to the contents of your computer. Click the Start button to display a menu containing the system's main program and program group icons.
My Computer	Double-click this icon to display the contents of your computer. Icons appear for any installed devices, as well as the Control Panel, printers, and so on.
Recycle Bin	When you delete a file from your

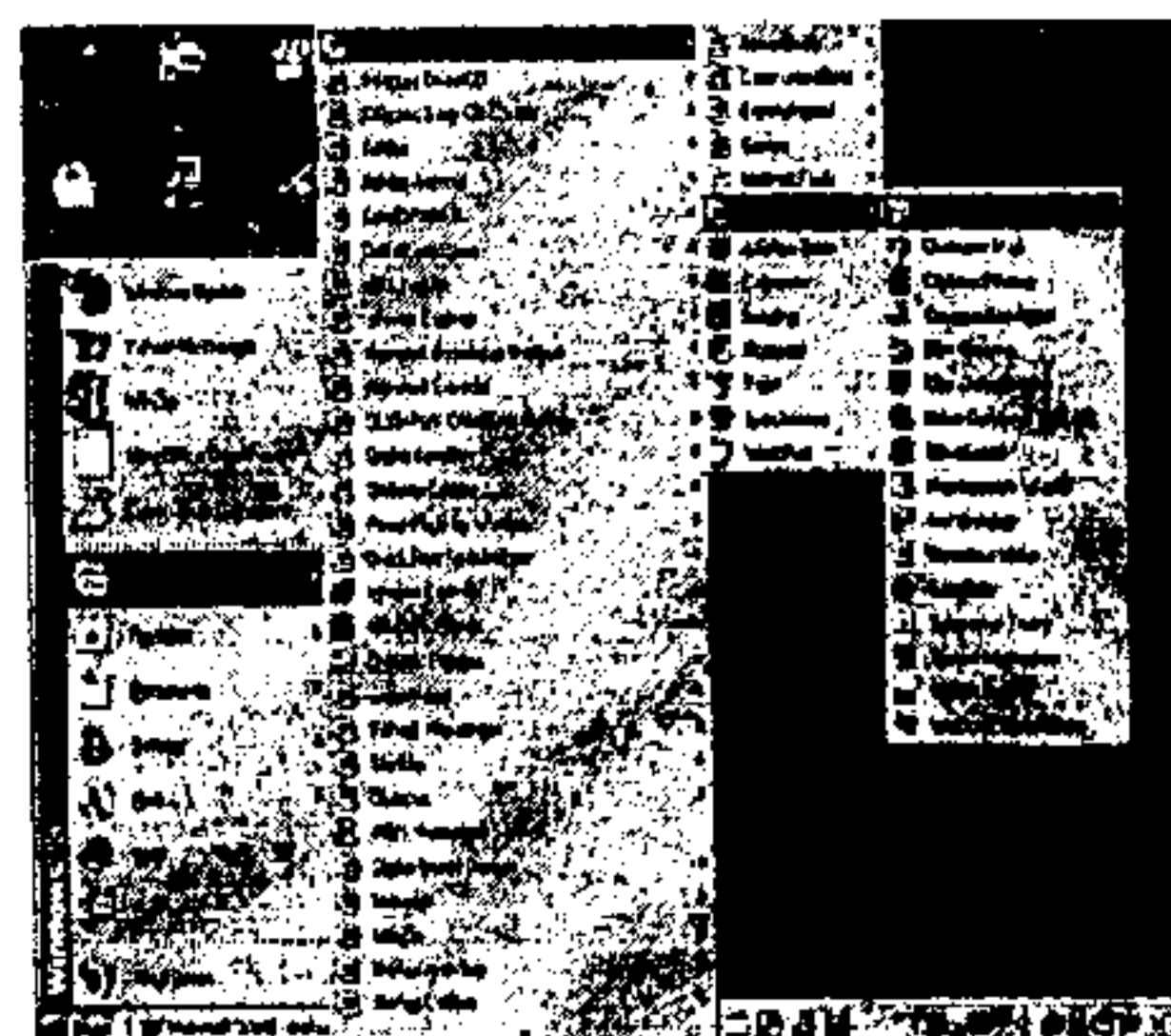
	system, it moves to the Recycle Bin, where it can later be retrieved. To permanently remove files, empty the Recycle Bin.
--	---

Start Menu Options

Start Menu Option	Function
Programs	Displays a list of installed programs.
Favorites	Displays a list of favorite documents, websites, channels and internet links and folders.
Documents	Displays a list of most recently opened documents.
Settings	Displays a list of user configurable system settings.(It is recommended not to use these settings)
Find	Displays a menu to help you find files and folders.You can find the attached computers too, if you are connected to a network.
Help	Opens the help system to help you out in different problems.
Run	Displays a window for starting a setup or MS Dos Window.
Log Off...	Logs off current user so that a new user can log on and use the computer.
Shut Down	Displays a window with options for shutting down, restarting or logging off of your computer system.

2.3 Searching For Ms Word:

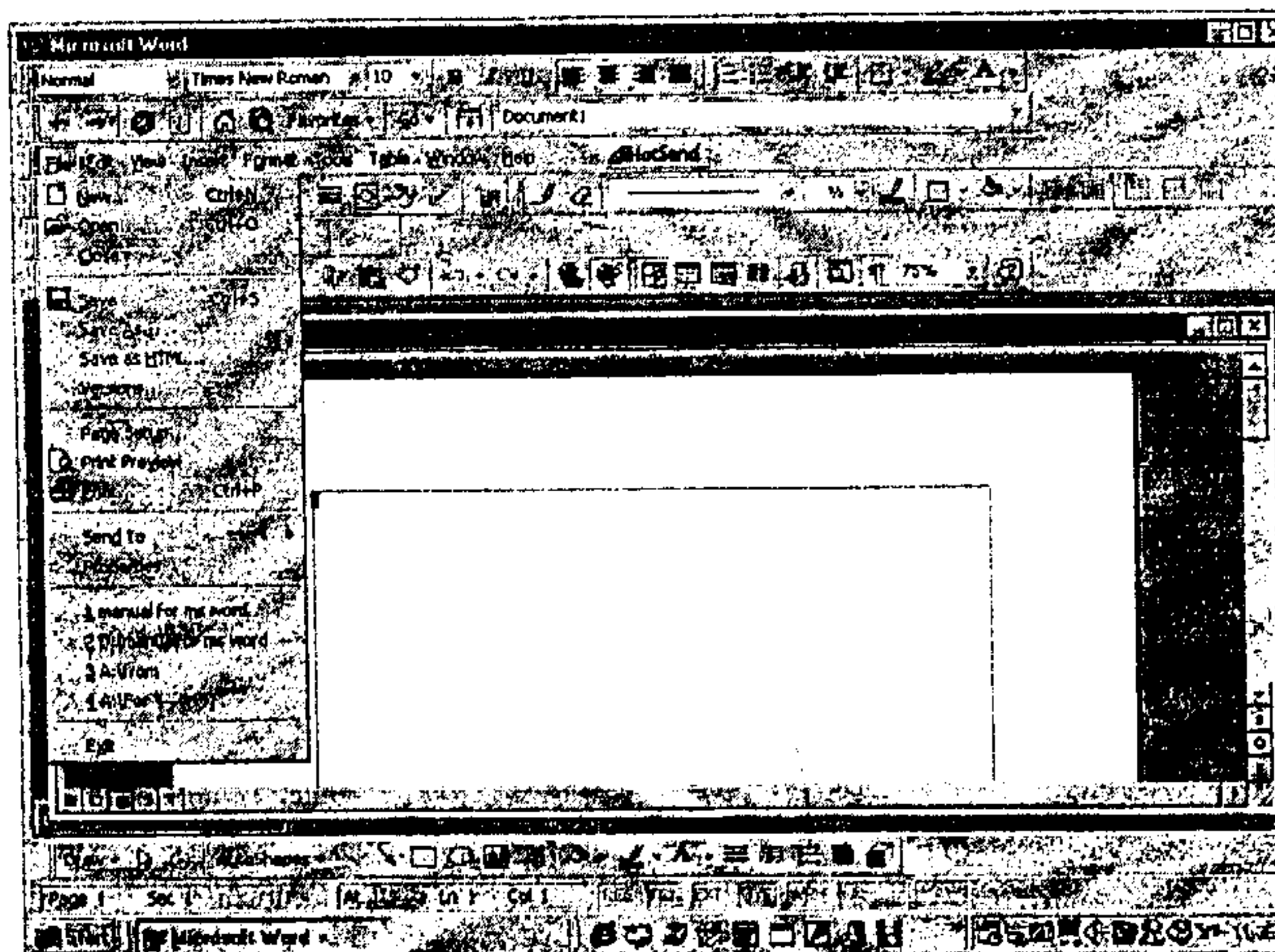
- ♣ Go to the **START** click the mouse.
- ♣ A menu with several names will appear.
- ♣ Go to the **PROGRAMS** option.
- ♣ You will see another set of names, just look for **MS WORD** or the icon for it. It's a W and click it.
- ♣ Now you have accessed the **MS WORD** and you can put or retrieve your data.



2.4 Menus in Word

When you open your Word page , you will see a standard Menu bar at the top of your screen. Most of the commands, options and versatile features of documentation and word processing are available on this menu bar. For example some of the most commonly used menu features are listed here for reference:

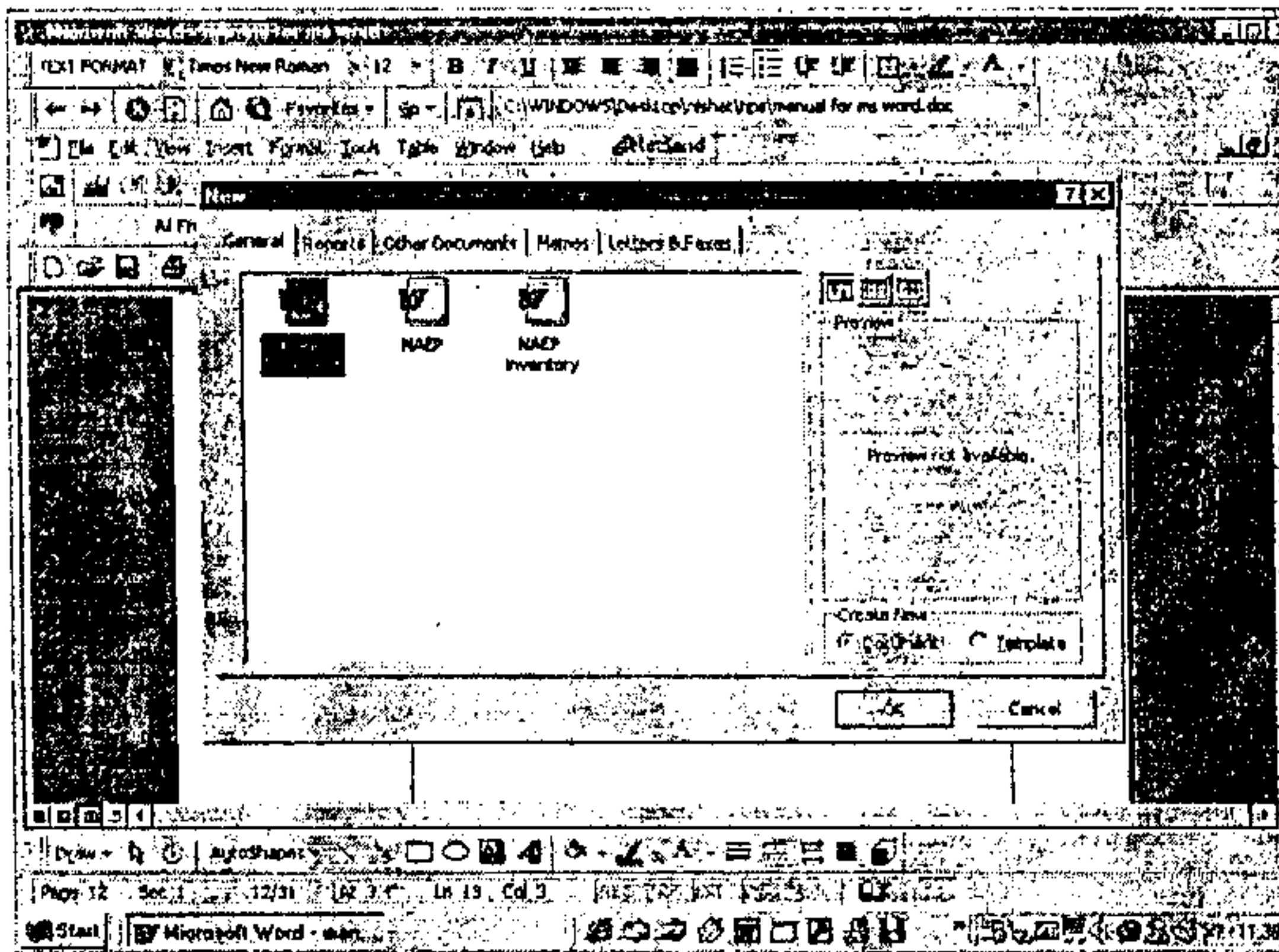
Feature	Function
File	Displays options to create a New file , to Open an existing file, to Close a currently open file, to Save a worked file, to Save As a new file of nay type, to change the Page SetUp , to have a look at the Print Preview , to Print , to Send the file to any other location, to change the Properties of the open file.
Edit	Displays options to Undo the most recently activated commend, to Cut a highlighted or marked text or object, to Copy something from one file location to any other location or to copy something from one line to another within the file, to Paste the copied text or object, to Find a document or a file etc.
View	Allows you to change the view of your page, it gives you Normal,Online Layout, Page Layout, Outline, Master Document , to get some more Toolbars , to show the Document Map , to view the Header and Footer , to view the Footnotes , to get Full Screen view and a Zoom etc.
Insert	Gives you a way to insert a Break of a Page, Section, column Date and Time, Page Numbers, Auto Text, Symbol, Comment, Footnote, Caption, Picture, Text Box, File, Object etc. in the current document.
Format	Allows you to Format your Font, Paragraph, Bullets and Numbering, Borders and Shading, Columns, Tabs, Drop Cap, Text Direction, Change Case, Style, Background etc.
Tools	Checks your Spelling and Grammar, Language, Word Count etc.
Table	Allows you to Draw, Insert and Format a table.
Window	Gives you options to switch to a New Window , to Split the current Window and open the Current Window .



Help	Provides help on window problems and most of the frequently expected problems.
------	--

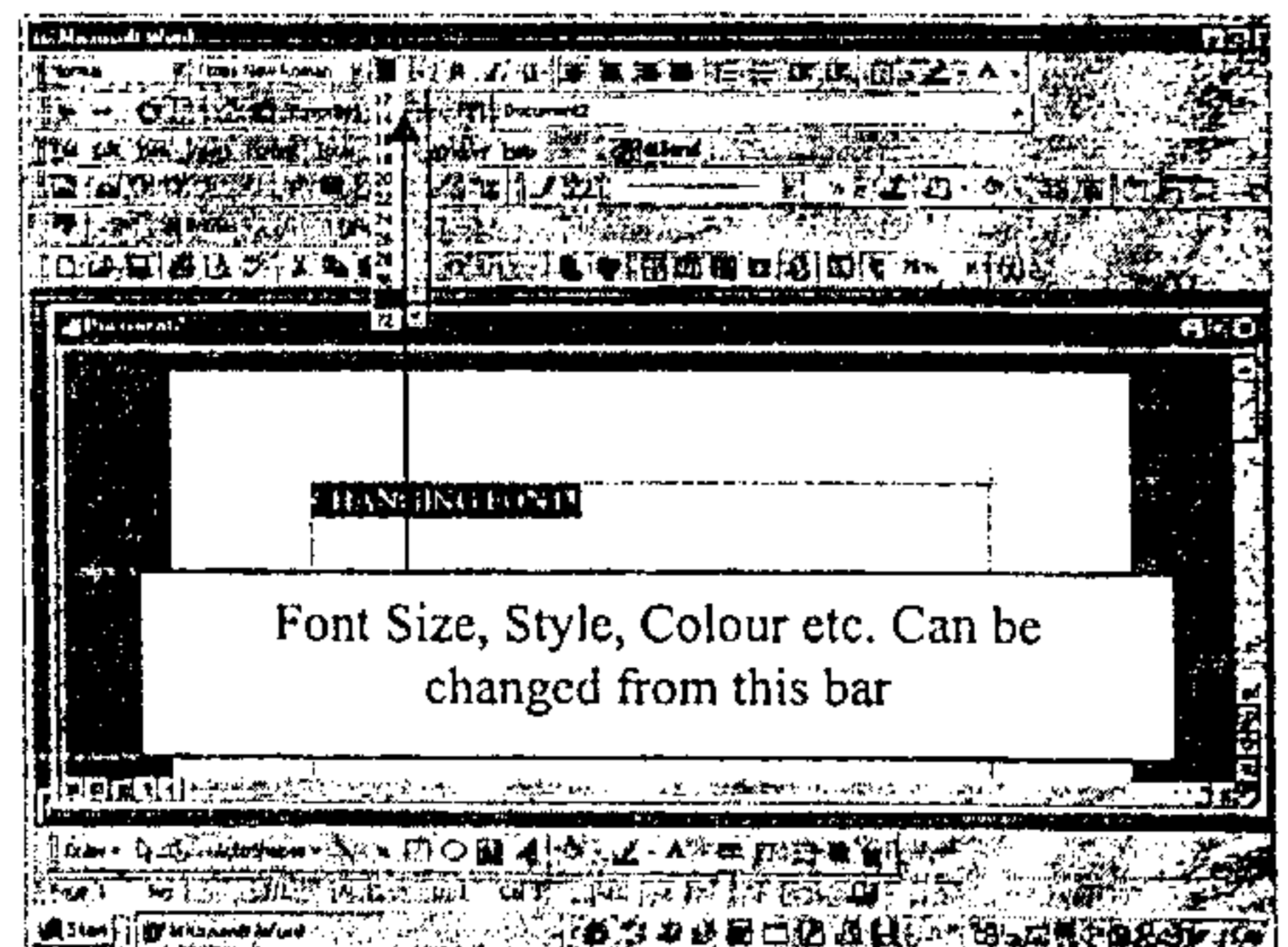
2.5 Creating Your First Document:

- ♣ Go to the **FILE** menu and click the mouse.
- ♣ You will see a number of options. Click **NEW** from it.
- ♣ It will give you many options, if you are trying to create a document just click **BLANK DOCUMENT** and click **OK**.
- ♣ A new page will open for you.
- ♣ Now you can start your work.



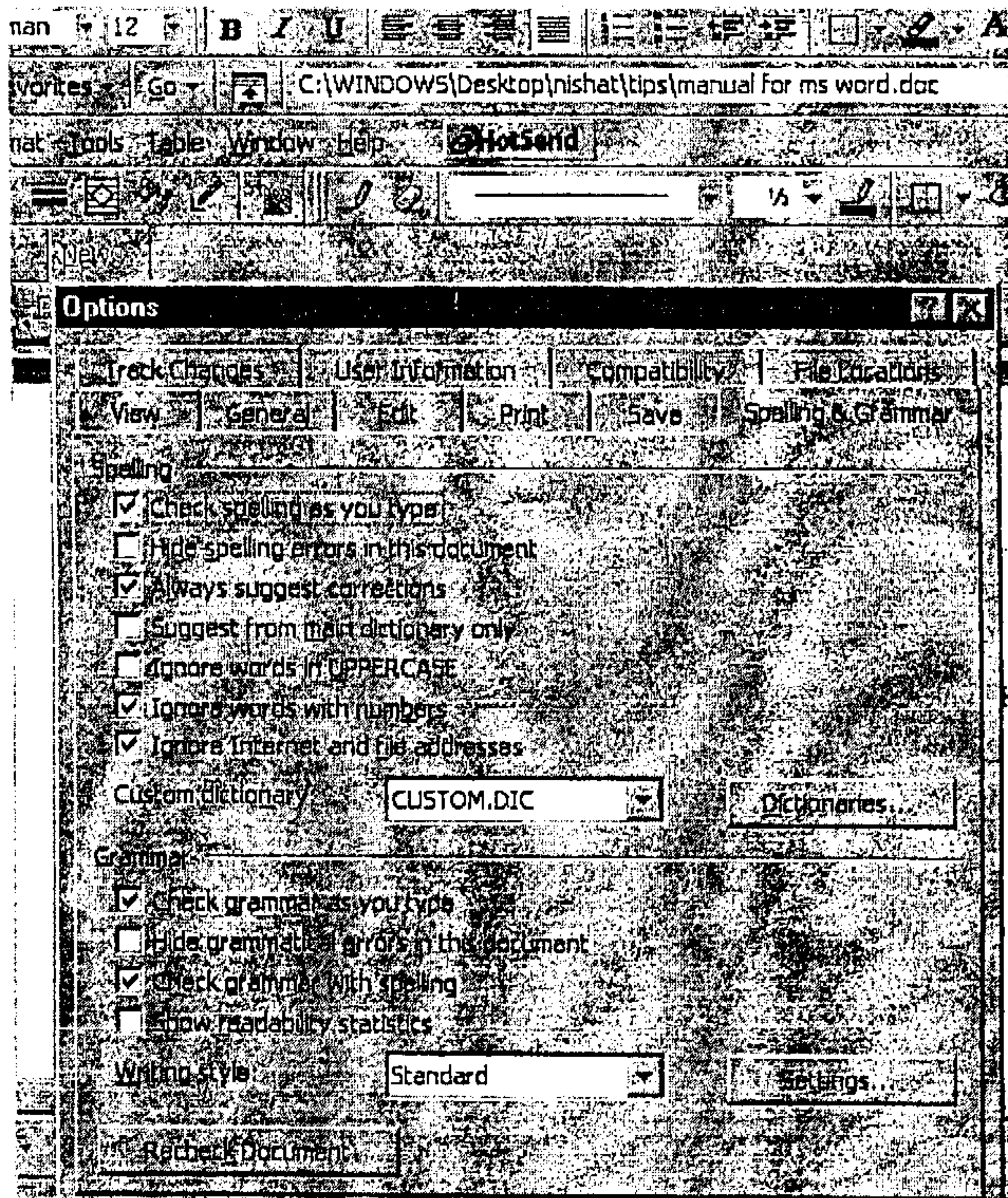
2.6 Formatting And Changing Your Settings:

- ♣ If you want your writing to be small or even bigger than you are currently working, you can do this by clicking the **FONT SIZE** just in the middle of the top of your screen.
- ♣ If you want your writing style to be changed then you can do this by changing the **FONT STYLE**.
- ♣ You can also change the color of your work by clicking the appropriate color from the color option.
- ♣ You can also change the alignment of your document on the page setup by using the **FORMAT** menu.



2.7 Checking Spelling And Grammar:

- ♣ On the **TOOLS** menu, click **OPTIONS**.
- ♣ Click the **SPELLING & GRAMMAR** tab.
- ♣ Select the **CHECK SPELLINGS AS YOU TYPE** and click **CHECK GRAMMAR AS YOU TYPE**.

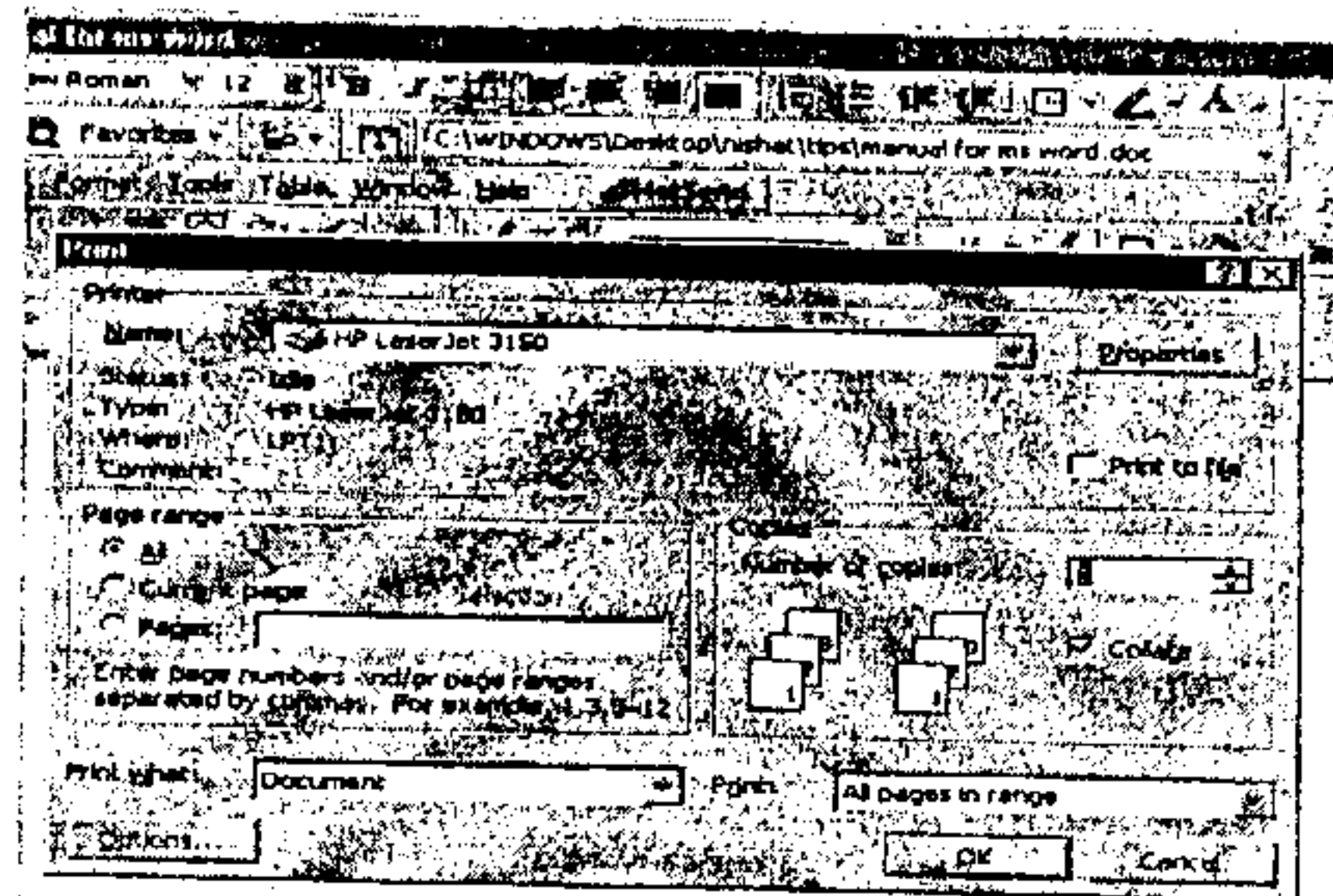


2.8 Saving Your Work On The Hard Disk:

- ♣ Go to the **FILE** and click **SAVE** or **SAVE AS**.
- ♣ Name the document, as you want.
- ♣ You have saved your first piece of work.

2.9 Printing Your Document:

- ♣ Make sure that your printer is connected and is turned ON.
- ♣ You should first see the print preview of your page.
- ♣ To do so go for the **PRINT PREVIEW** option on the menu bar and click it.
- ♣ Click the **FILE** menu.
- ♣ Click **PRINT PREVIEW**.
- ♣ Change the setting if want and close the preview.
- ♣ Go to the **FILE** menu and click **PRINT**.
- ♣ The computer will ask you if you want the current page to be printed or several pages.
- ♣ Click the option you want.
- ♣ Click how much number of pages you want to print.
- ♣ Click **OK**.
- ♣ The printer will start printing your document.

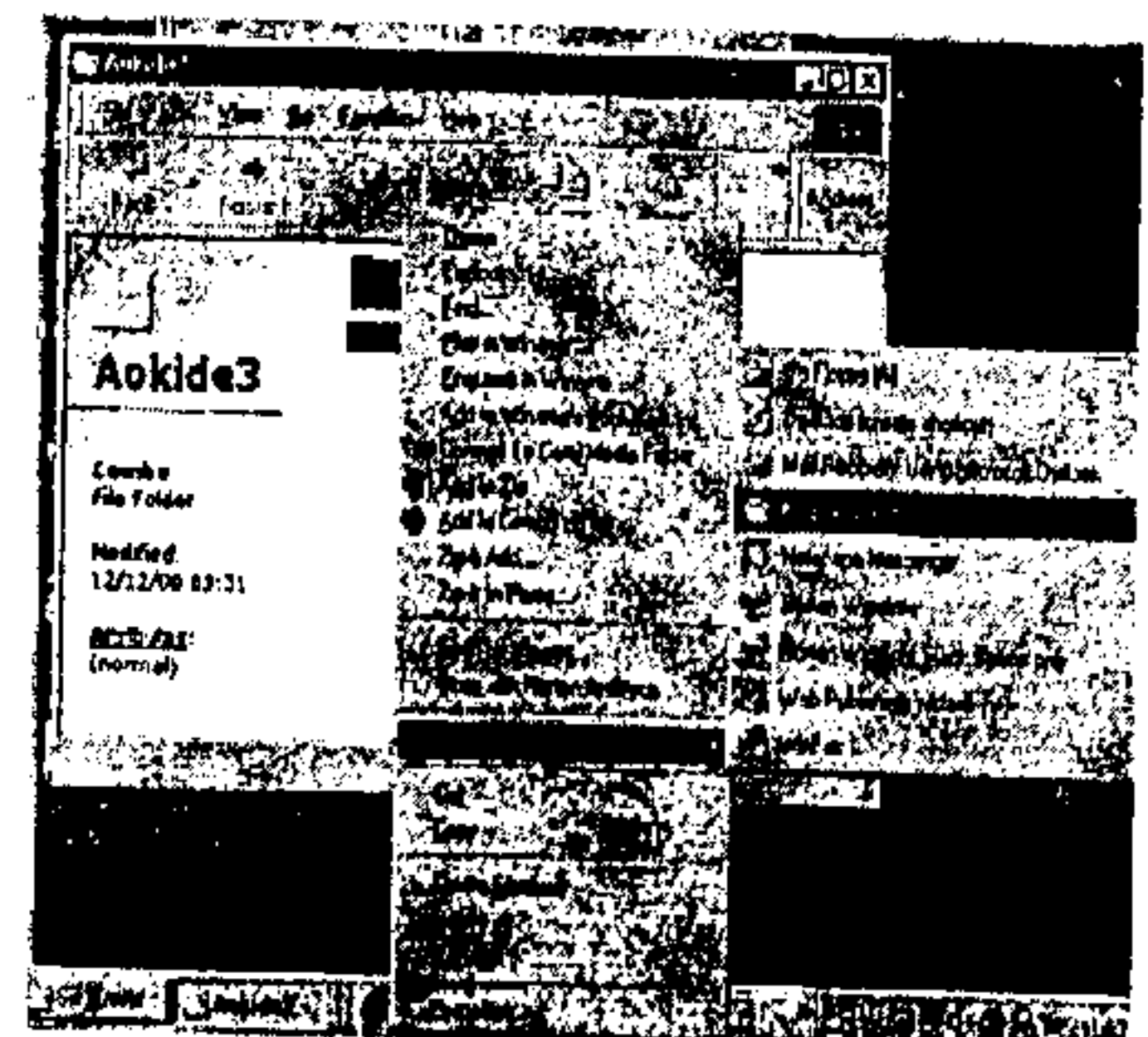
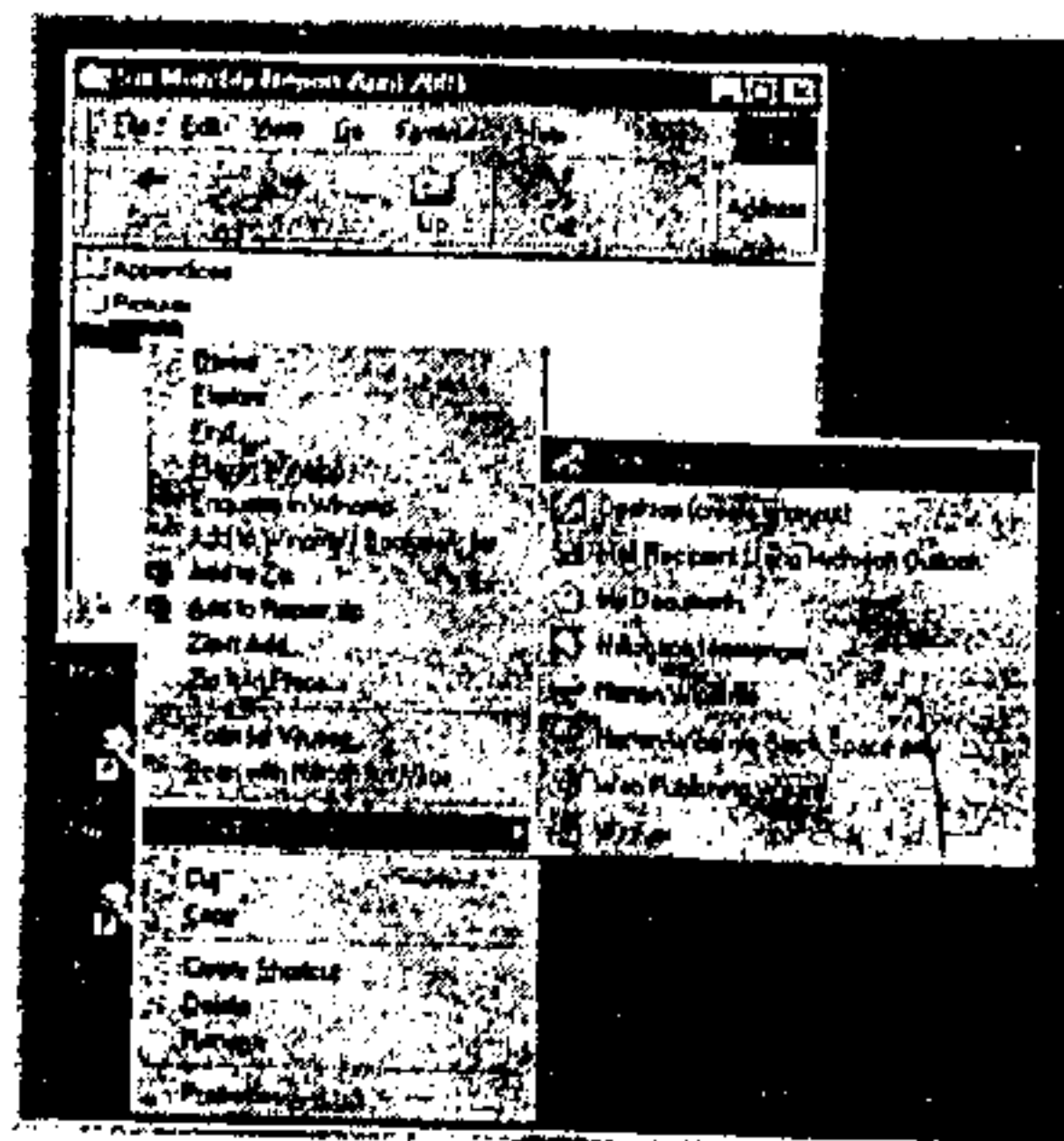


2.10 Copying Your Document On The Floppy Disk From The Hard Disk And Vice Versa:

- ♣ Insert the floppy disk in the drive.
- ♣ Open the file you want to copy.
- ♣ Check it for errors and make any changes if you want to make.
- ♣ Close the document.
- ♣ Click the name of your document.
- ♣ A menu will appear, choose **SEND TO 3-1/2 FLOPPY**.
- ♣ Click the mouse.
- ♣ Your document is copied on to the floppy disk.
- ♣ You can also to the same job by clicking **MY COMPUTER**.
- ♣ Go to **MY DOCUMENTS** and click the name of your file.
- ♣ Click **SEND TO 3-1/2 FLOPPY**.

2.11 Printing From The Floppy Disk:

- ♣ Insert the floppy disk in to the drive.



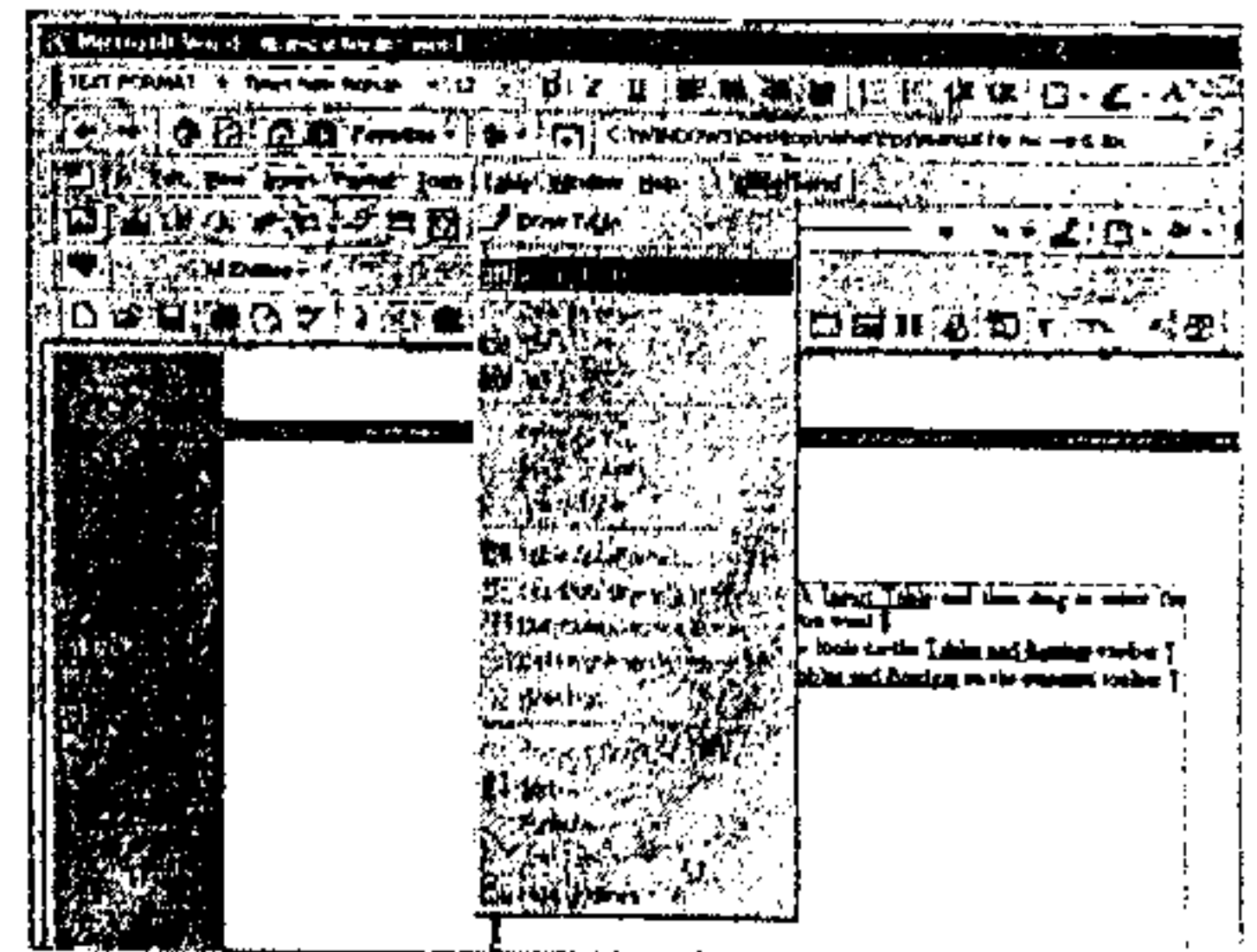
- ♣ Open the document you want to print.
- ♣ Make sure the printer is connected and is turned ON.
- ♣ Check the preview of the page or pages.
- ♣ Make any changes if you want.
- ♣ Go to the FILE and click PRINT.
- ♣ The printer will start printing your document.

2.12 Working With Tables And Adding Borders:

A table is made up of rows and columns of the cells that you can fill with text and graphics. You can use tables to align numbers in columns and then sort and perform calculations on them. You can also use tables to arrange text and graphics , such as side by side paragraphs in a resume.

2.13 How to create simple tables?

- ♣ To create a simple table , click Insert Table and then drag to select the number of rows and columns you want.
- ♣ To change a table , use the table tools on the Tables and Borders toolbar.
- ♣ To display the toolbar , click Tables and Borders on the standard toolbar.

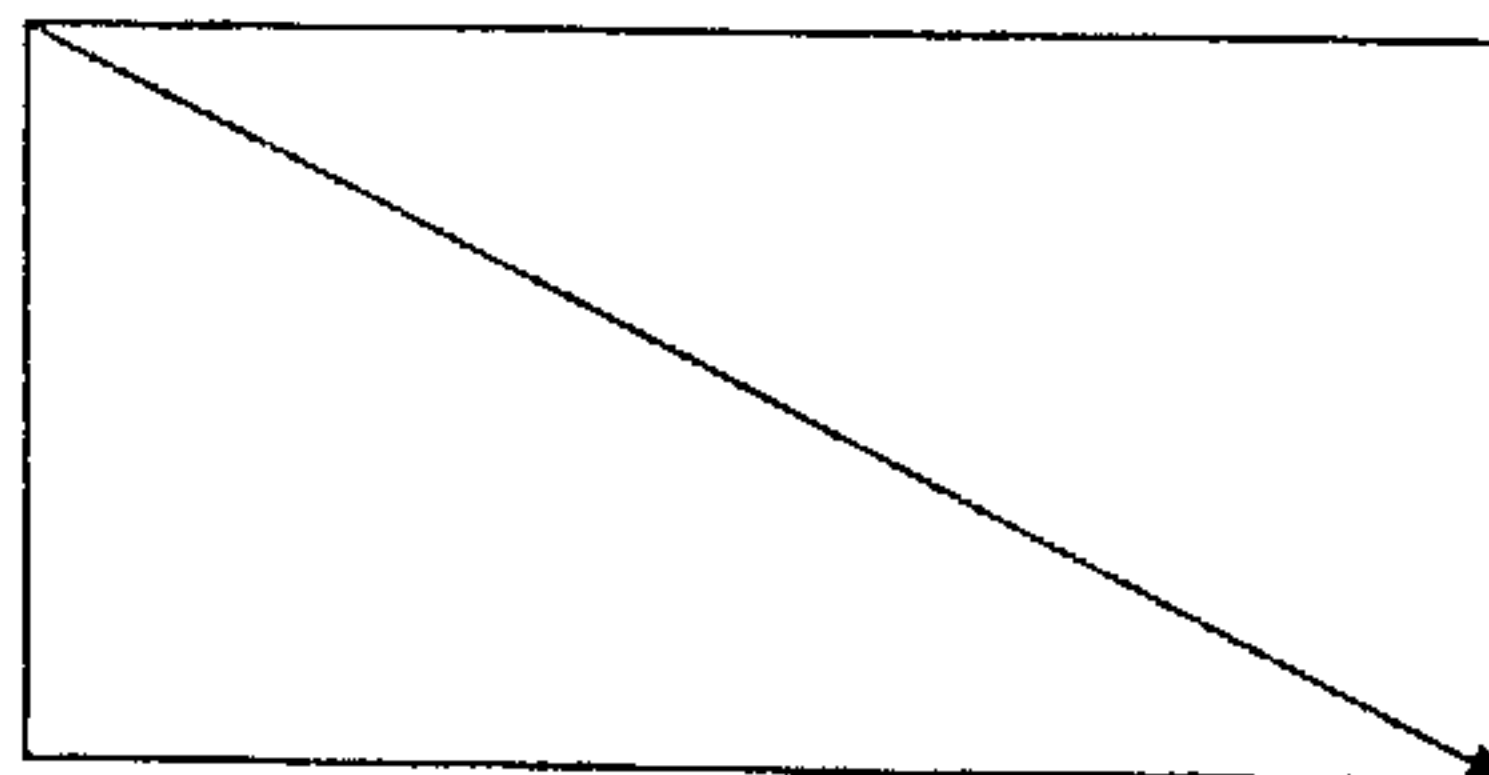


2.14 How to create complex tables?

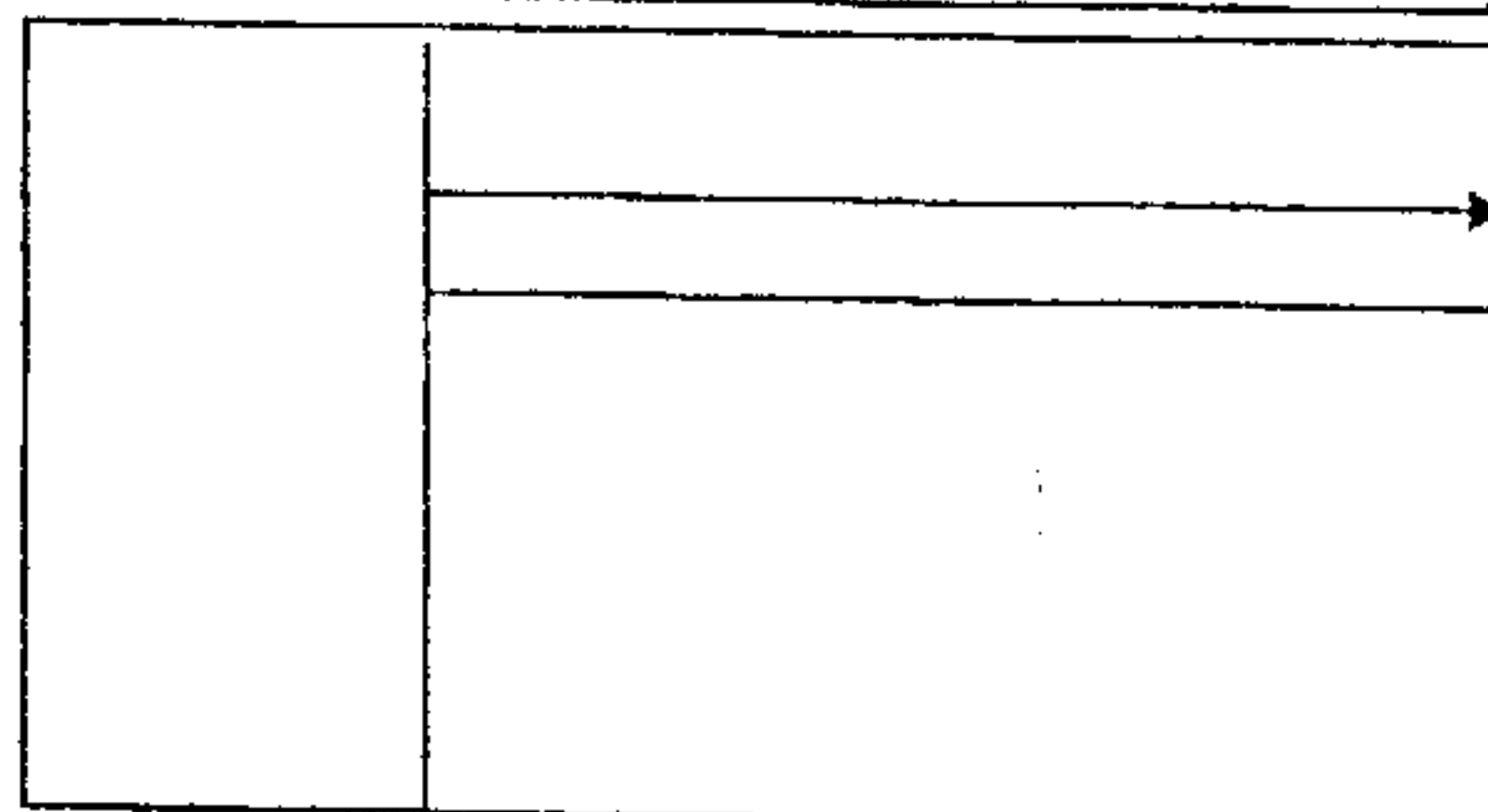
It's much easier to use Tables and Borders toolbar to create or modify complicated and irregular tables.

- ♣ You can use Draw Table –a new feature in Word similar to the way you use a pen to draw a table. First , draw from one corner to the diagonal corner of the table to define the extent of the entire table , and then draw the column and row lines inside.

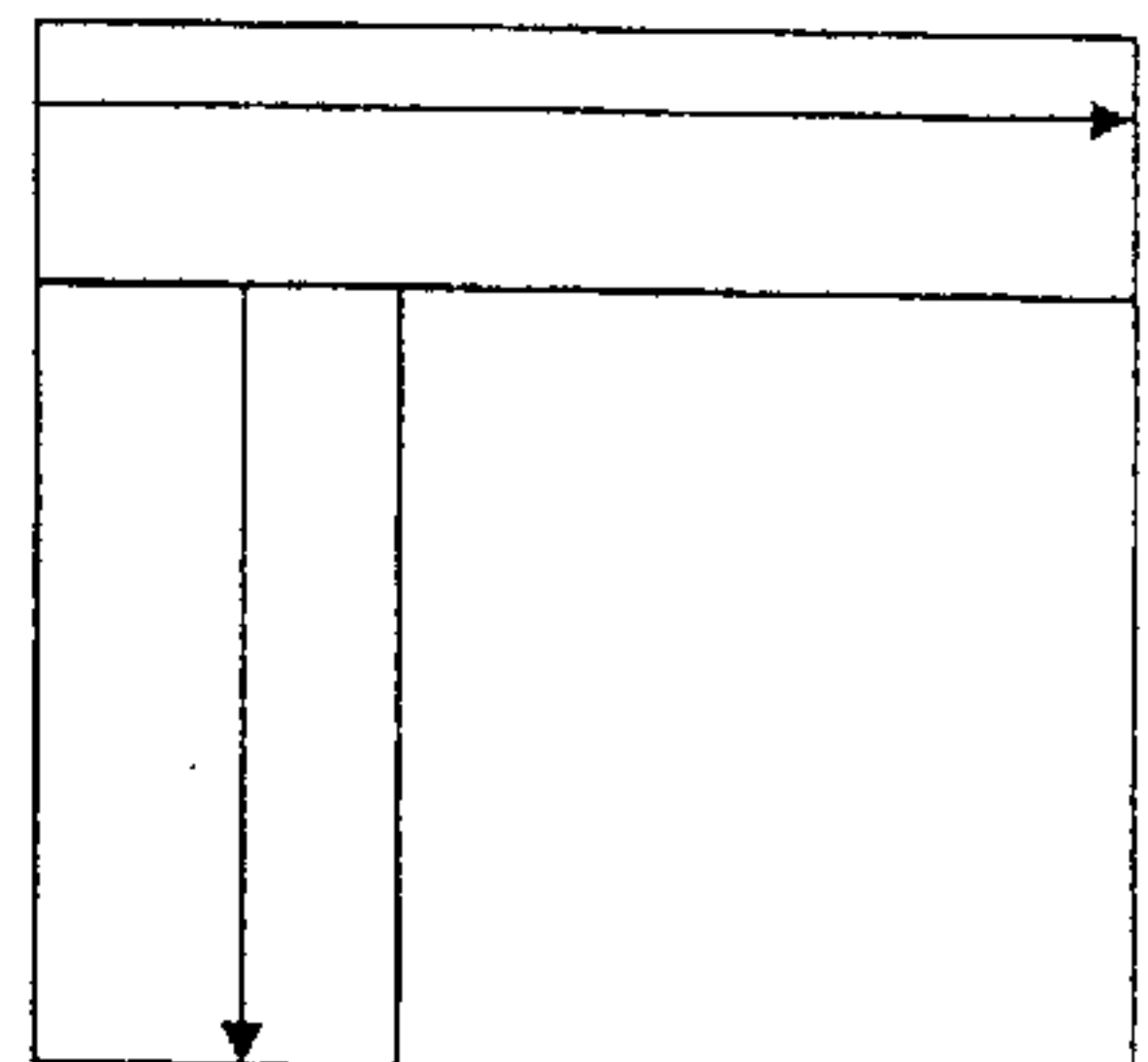
FIRST STEP:



THEN....



AND SO ON...



2.15 How to remove and Merge Cells?

- ♣ To remove a cell line, click Eraser, and then click and drag the eraser along the line.
- ♣ To merge or split cells, select the cells, and then click Merge Cells or Split Cells.

2.16 How to orient and align table contents?

- ♣ By using the Text Direction command on the format menu , you can display text horizontally or vertically.
- ♣ By using the alignment tools on the Formatting toolbar and the Tables and Borders toolbar , you can align cell contents horizontally and vertically.

2.17 How to create Borders and shadings?

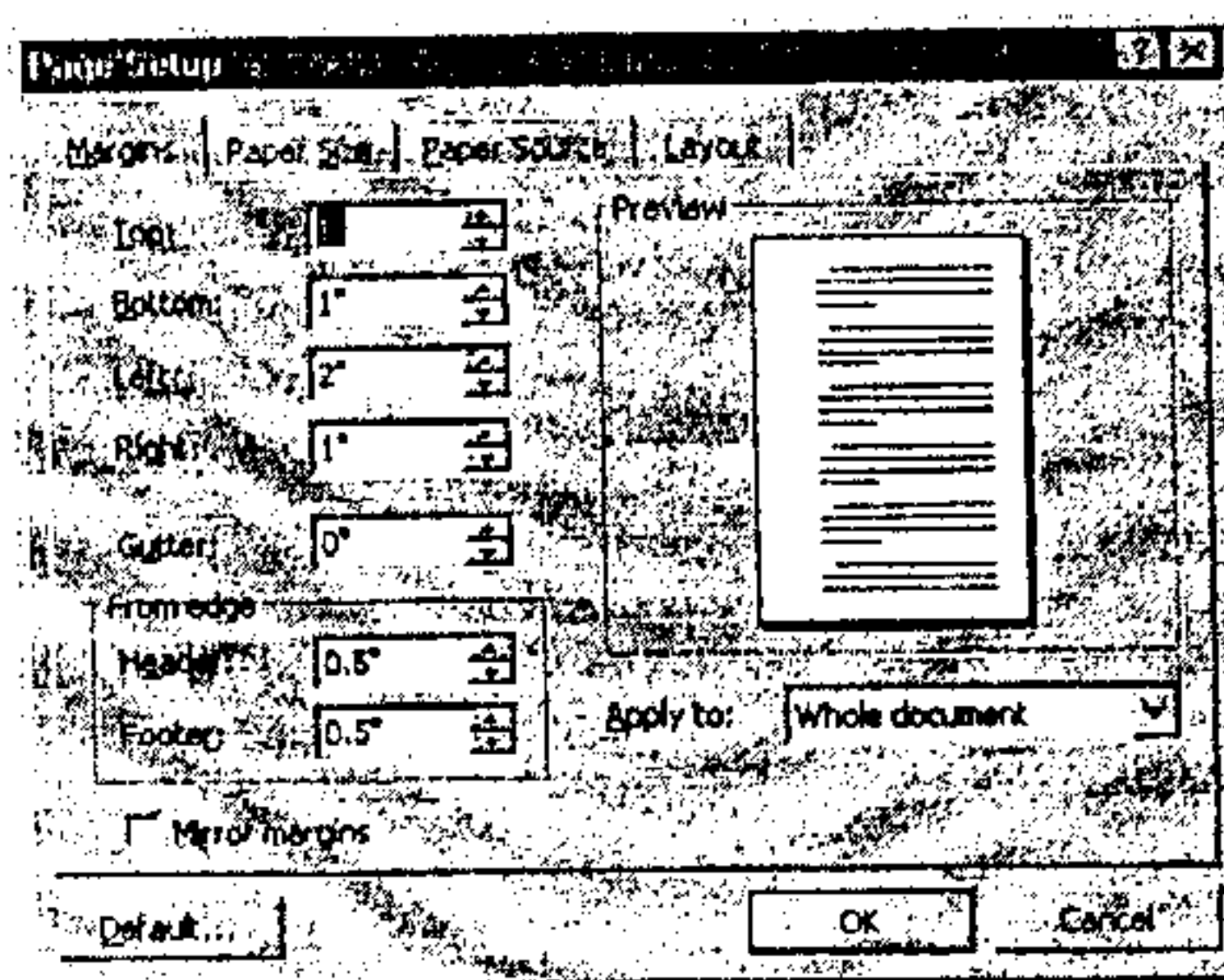
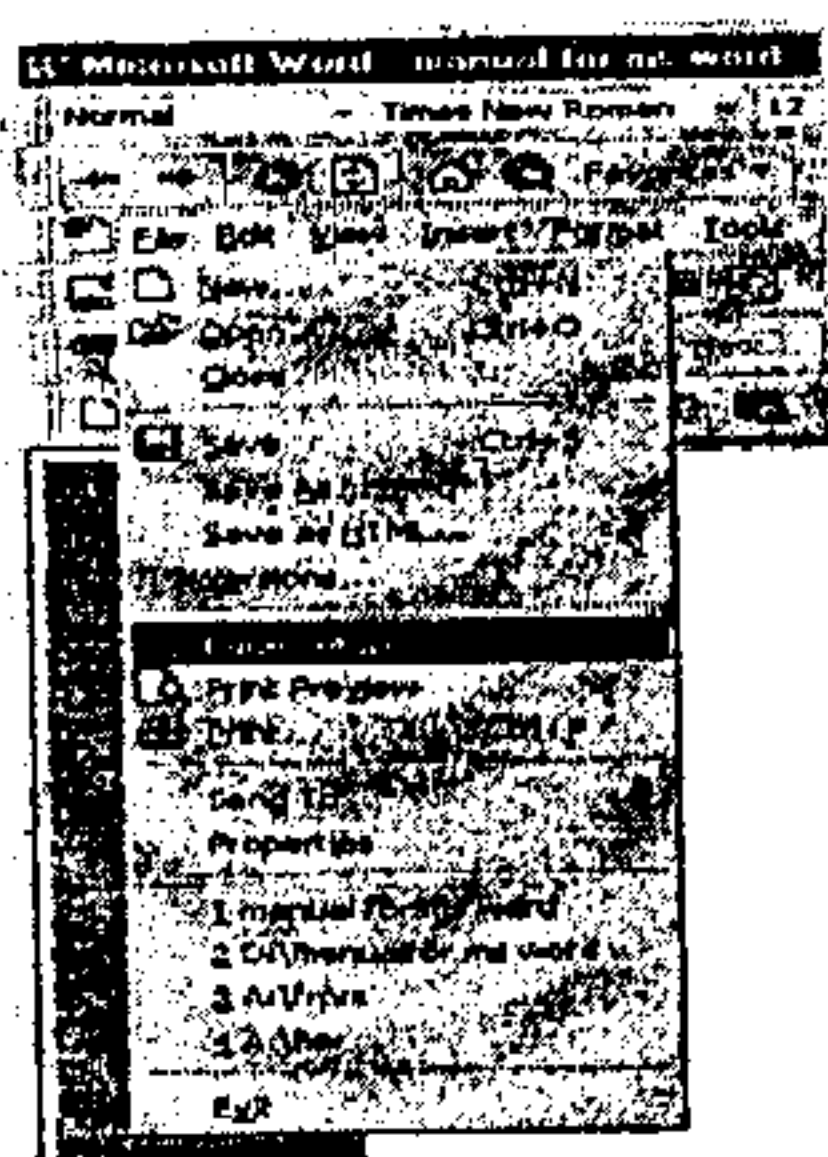
All tables have a ½ pt black, single solid-line border by default.

- ♣ To change or remove borders, click Tables and Borders on the Standard toolbar.
- ♣ Select the new border style on the toolbar $\frac{3}{4}$ including *border width*, *border color*, and *line style* $\frac{3}{4}$ and then draw the new border onto the existing border with the Draw Table tool.
- ♣ To quickly apply the new border type to or remove borders from blocks of selected cells, use the borders palette (the Line Style, Line Weight, and Border Color tools) on the Tables and Borders toolbar.
- ♣ You can also shade cells for emphasis. To select from a gallery of predefined border and shading formats, click Table AutoFormat.

2.18 CHANGING THE APPERANCE OF YOUR PAGE:

2.18.1 Page layout:

• Set Margins:

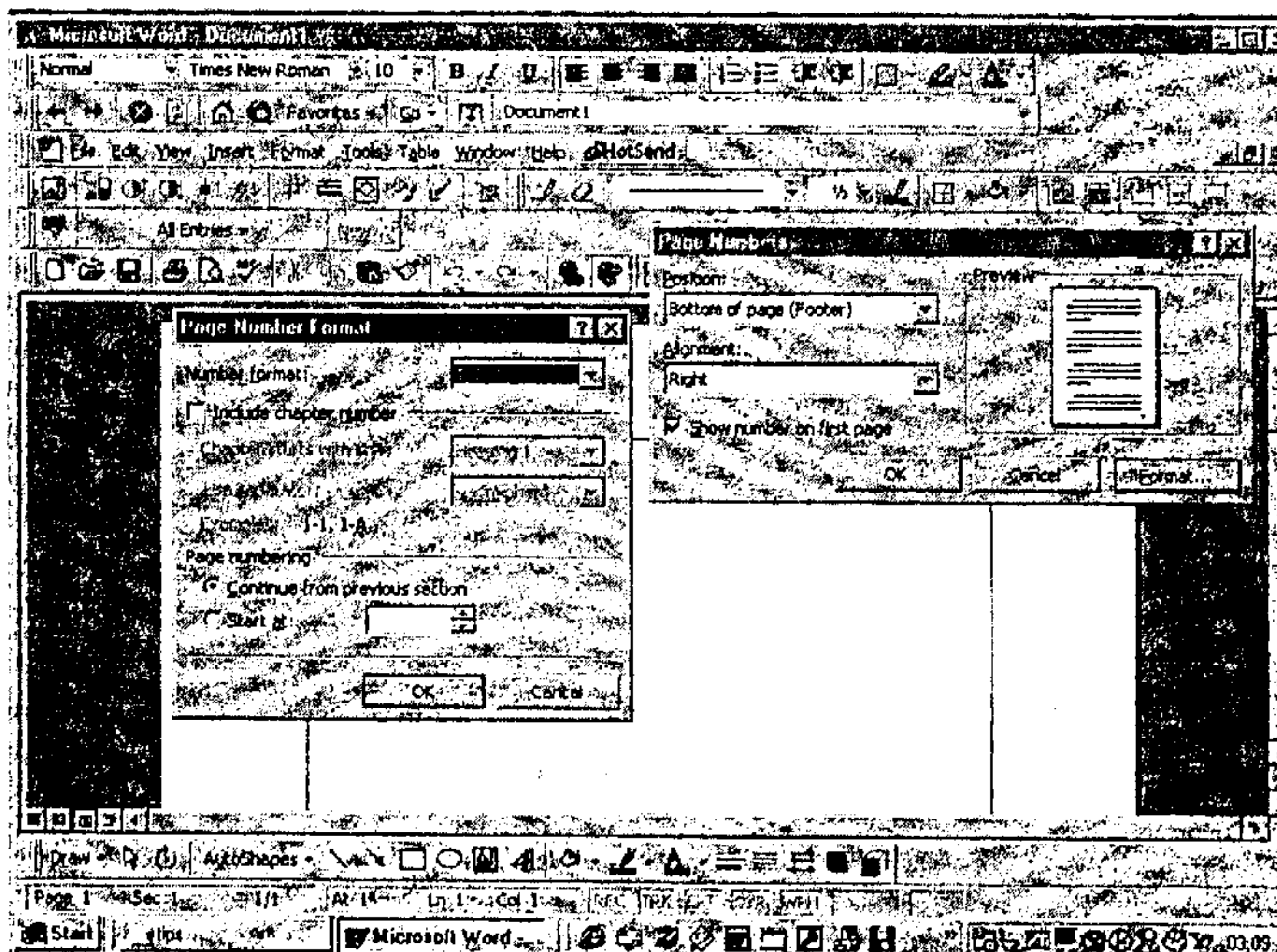
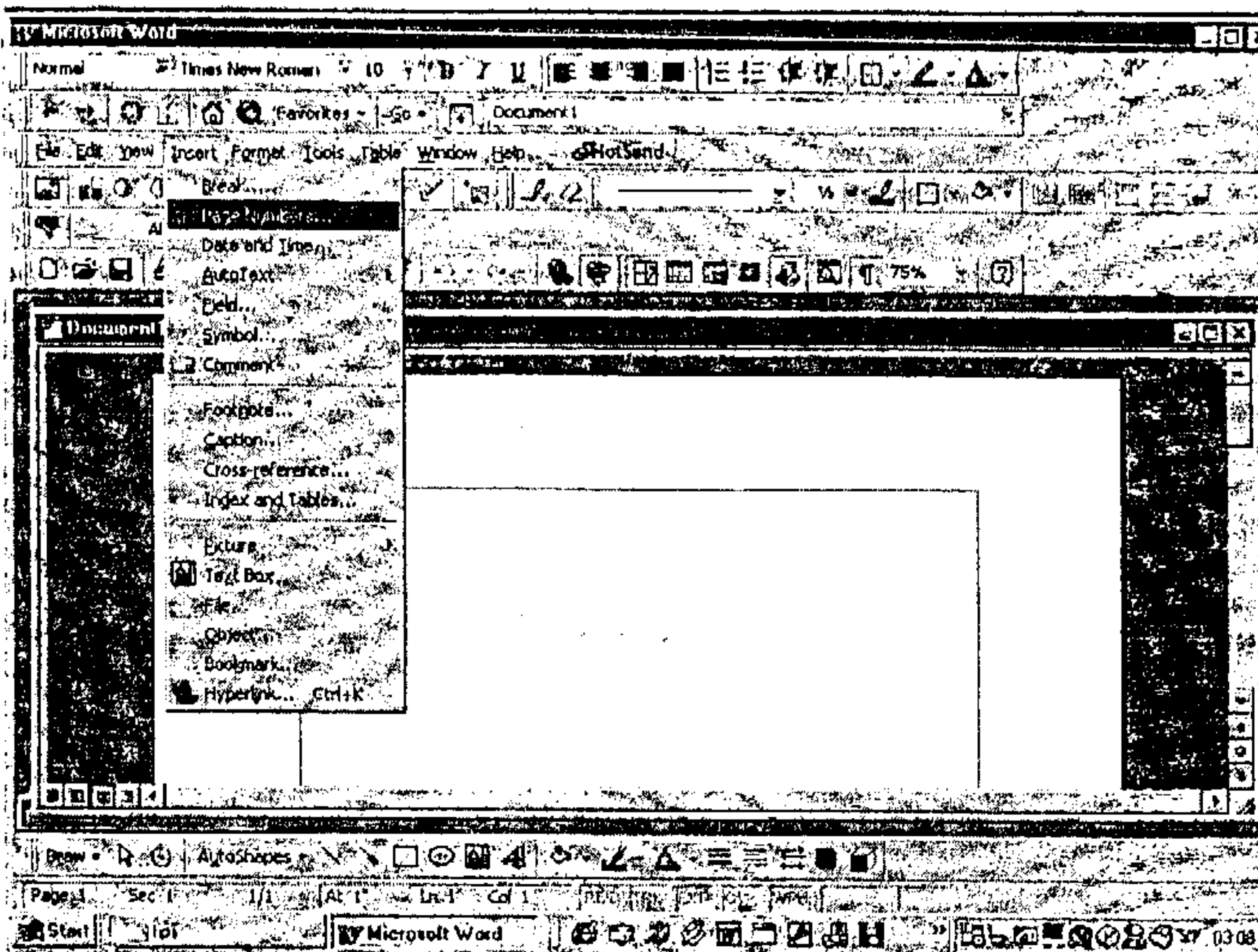


The margin is the distance from the text to the paper's edge. Word usually prints text and graphics inside the margins; headers, footers, and page numbers

are printed in the margins. You can use the rulers in page layout view or print preview to set the margins in different sections of a document.

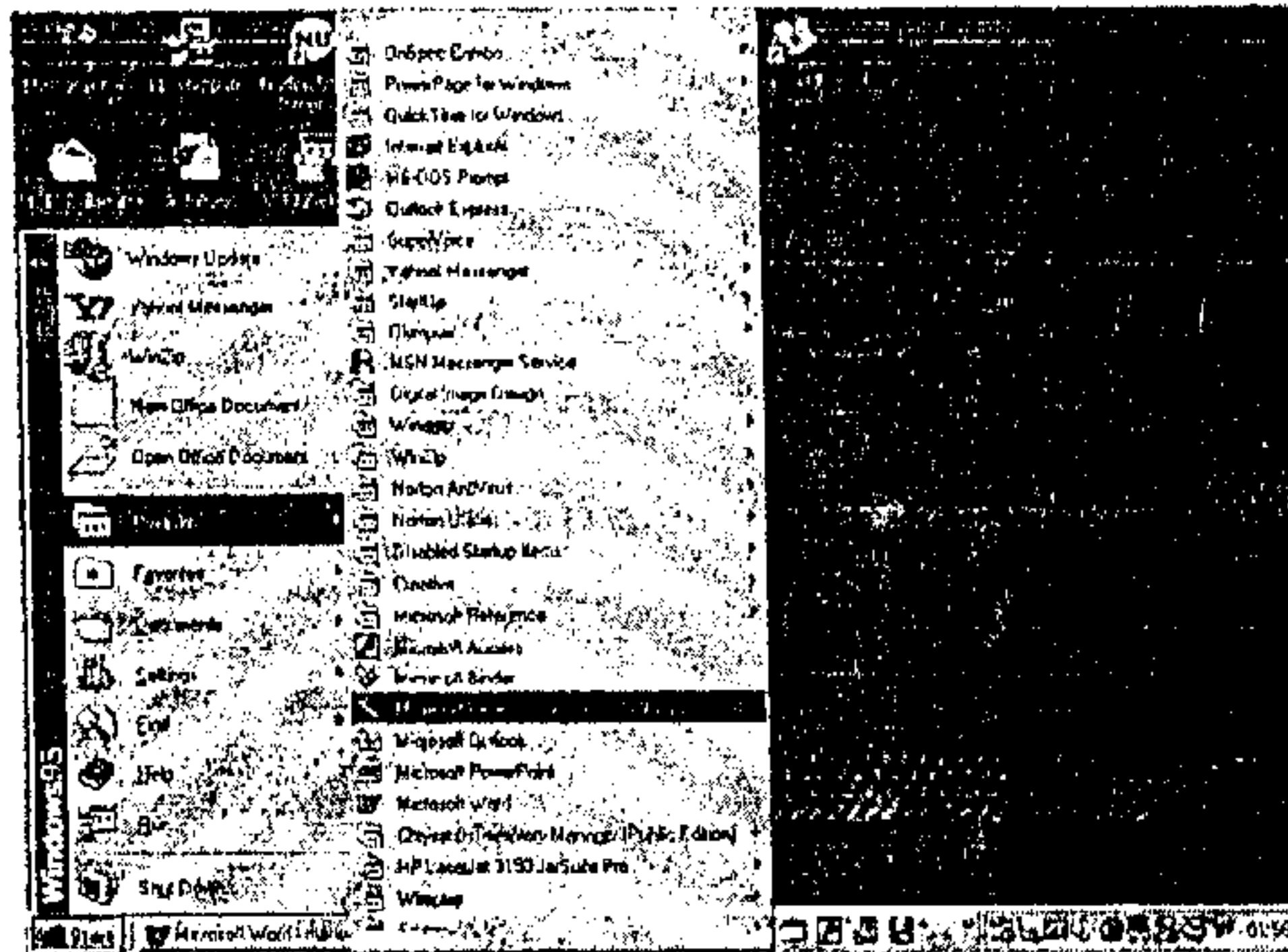
• Add Headers And Footers:

If you want to repeat information at the top of each page, such as a document title or company logo, create a header. Create a footer to repeat information at the bottom of each page, such as the file name, author, page number, and the current date.



Inserting Page Numbers in a document

CHAPTER THREE (Using of MS Excel)



Working With Graphs, Maps And Data In Excel

3.1 Creating, Opening And Saving Files.

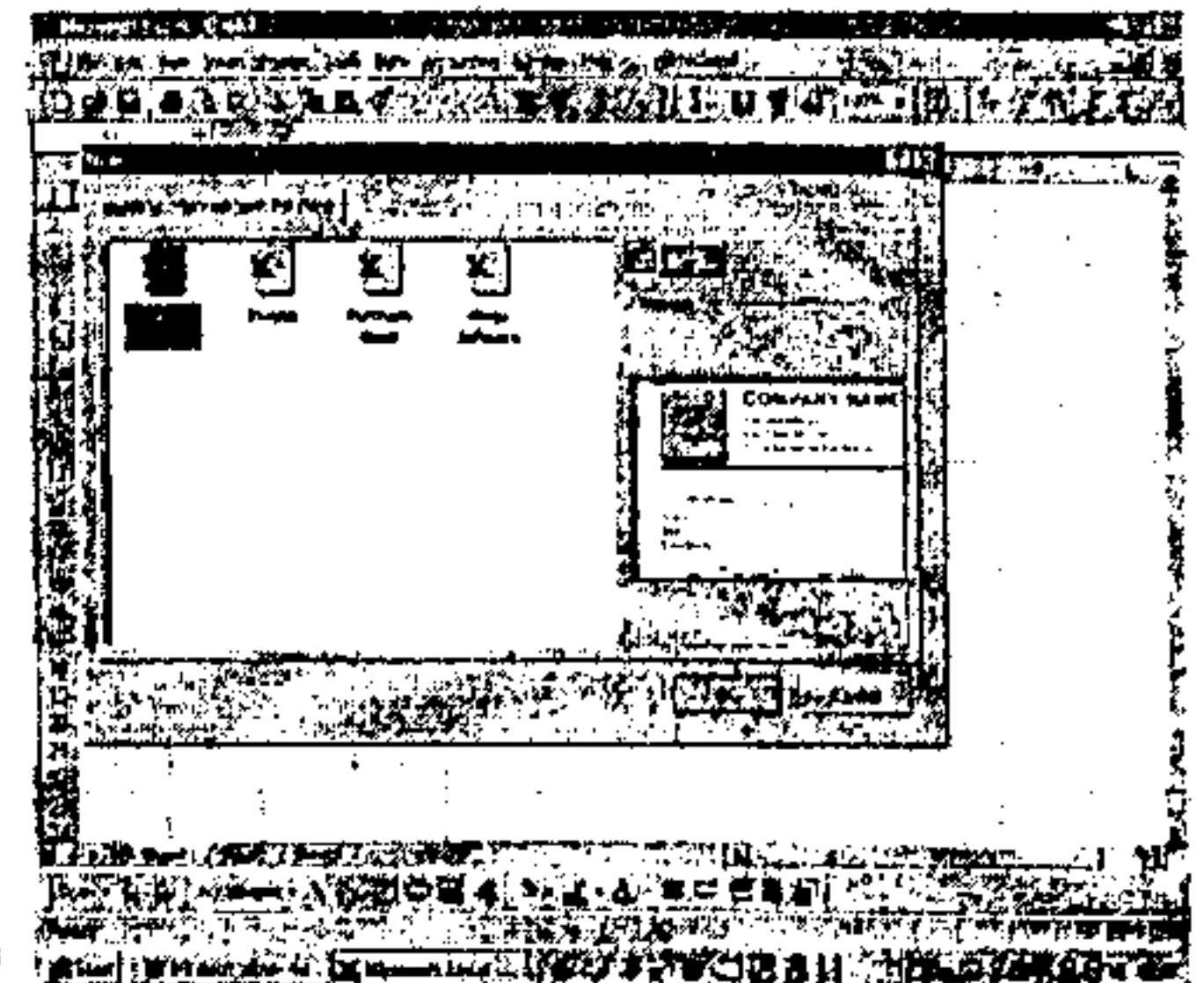
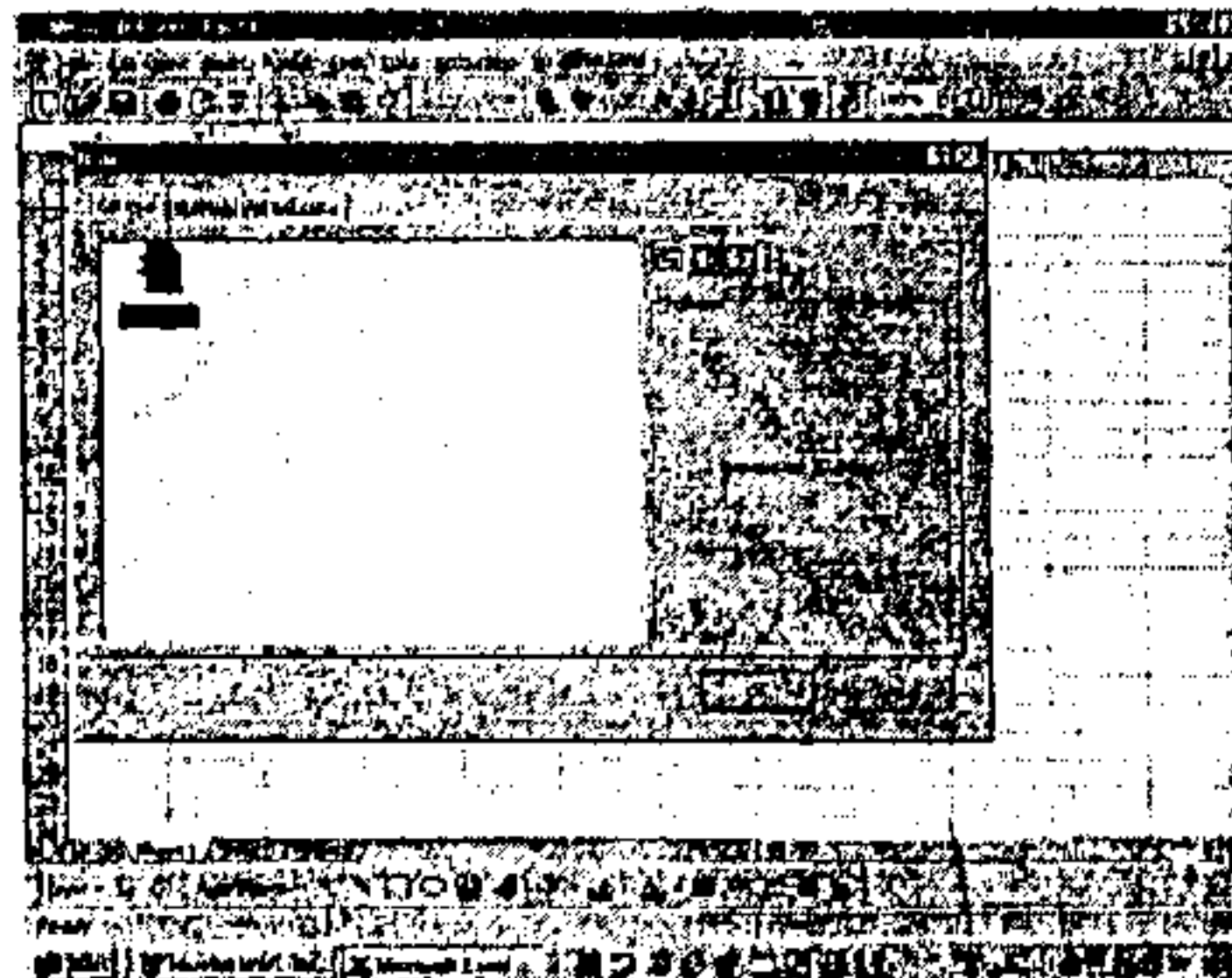
- ♣ Go to the **START** and click **MS EXCEL**.
- ♣ You can draw charts and make graphical presentations of your tables.

3.11 Creating A Work Book:

- ♣ On the **FILE** menu, click **NEW**.
- ♣ To create a new, blank workbook, click, the **GENERAL** tab, and then double click the **WORKBOOK ICON**.
- ♣ To create the workbook based on a template, click the **SPRED SHEET SOLUTIONS** tab, or the tab listing your custom templates, and then double – click the template for the type of workbook you want to create.

3.12 View Or Save Programs As Microsoft Excel Workbooks:

- ♣ You can open a file created in other programs by using the **OPEN** command in the **FILE** menu in **MICROSOFT EXCEL**.
- ♣ You can choose to save the file in its original file format or as a **MIROSOFT EXCEL**



WORKBOOK.

- ♣ To convert many files at once, you can use the **FILE CONVERSION WIZARD**.
- ♣ Similarly you can use **SAVE AS** command on the **FILE** menu to save a **MICROSOFT EXCEL** workbook for use in another program.

3.13 Working With Workbooks And Work Sheets:

In **MICROSOFT EXCEL**, a workbook is the file, in which you work and store your data. Because each workbook can contain many sheets, you can organize various kinds of related information in a single file.

- ♣ Use **WORKSHEETS** to list and analyze data.
- ♣ You can enter and edit data on several worksheets simultaneously and perform calculations based on data from multiple work sheets.
- ♣ When you create a chart, you can place the chart on the worksheet with its related data or on a separate **CHART SHEET**.
- ♣ The names of the sheets appear on the tabs at the bottom of the workbook window. To move from sheet to sheet, click the sheet tabs. The name of the **ACTIVE SHEET** is bold.

3.14 Entering Data And Selecting Cells:

- ♣ To enter the numbers, text, a date or a time, click the cell where you want to enter data.
- ♣ Type the data and press **ENTER** or **TAB**.
- ♣ Use a slash or a hyphen to separate the parts of a date.
- ♣ To enter a formula, click the cell you want to enter the formula.
- ♣ Type = (equal) sign.
- ♣ If you click **EDIT FORMULA** or **PASTE FUNCTION**, **MICROSOFT EXCEL** inserts an equal sign for you.
- ♣ Enter the formula.
- ♣ Press **ENTER**.

3.15 Enter a formula to calculate a value

You can create a wide variety of formulas in Microsoft Excel, from formulas that perform a simple arithmetic operation to formulas that analyze a complex model of formulas.

A formula can contain functions, which are predefined formulas that perform simple or complex calculations. To perform multiple calculations simultaneously and then return one or more results, use an array formula.

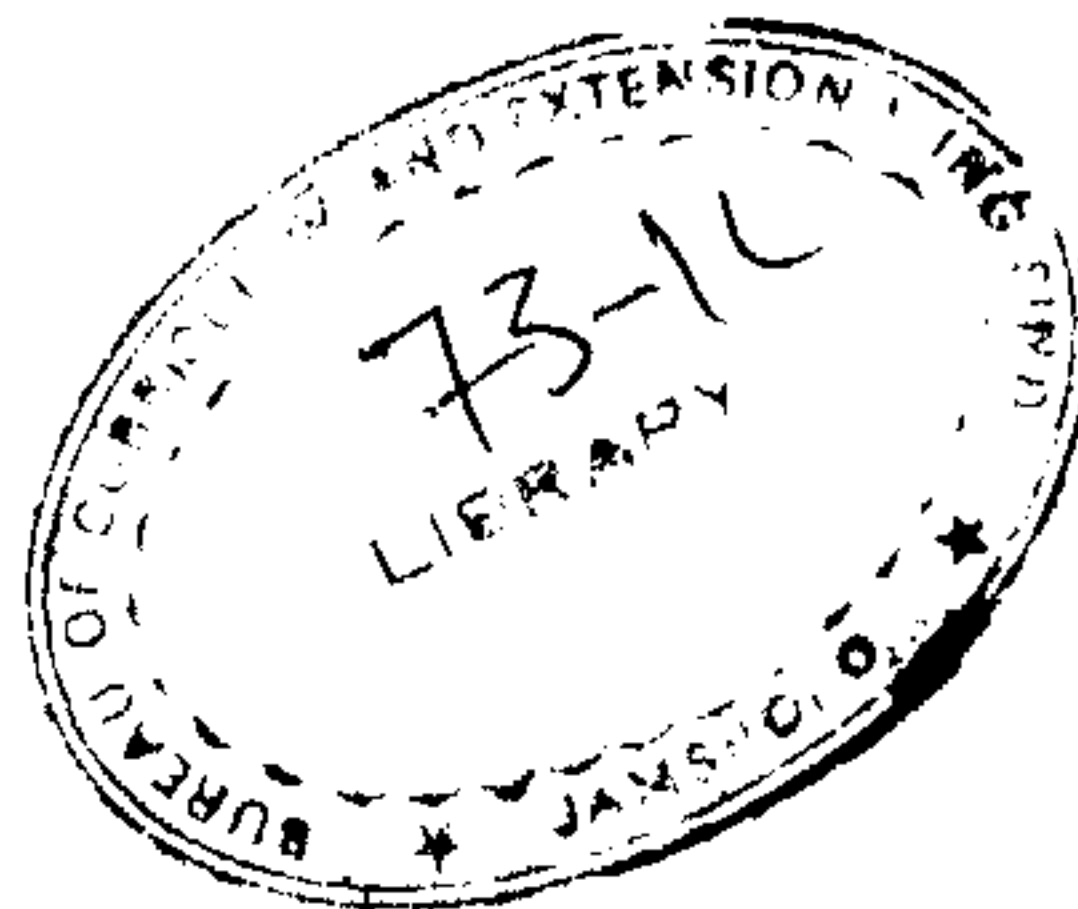
- 2 Enter a formula
- 3 For information about how formulas calculate values, click .
- 4 Click the cell in which you want to enter the formula.
- 5 Type = (an equal sign).
- 6 If you click Edit Formula or Paste Function , Microsoft Excel inserts an equal sign for you.
- 7 Enter the formula.
- 8 Press ENTER.

Tip:

You can enter the same formula into a range of cells by selecting the range first, typing the formula, and then pressing CTRL+ENTER.

3.16 To Enter The Same Data Into Several Cells At Once

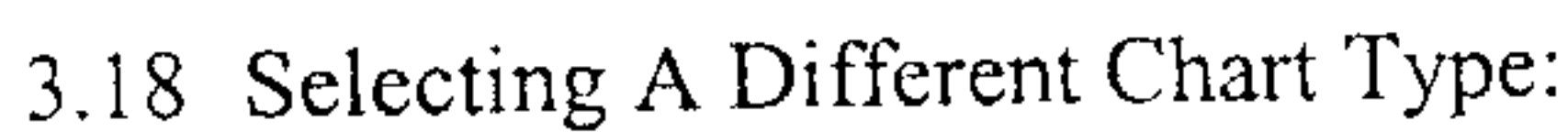
- ♣ Select the cells you want to enter the data.
- ♣ Type the data and press Cntrl+Enter.



♠ You can create either EMBEDDED CHART or a CHART SHEET.

- ♠ Click **CHART WIZARD**

- ♠ Follow the instructions in the chart wizard.



3.18 Selecting A Different Chart Type:

- ♣ Click the chart you want to change.
- ♣ To change the chart type of data series , click the data series.
- ♣ To change the chart type of the entire chart , don't click any thing on the chart.

- ♠ On the **CHART** menu, click **CHART TYPE**.

- ♠ On the **CHART** menu, click **CHART TYPE**.
- ♠ On the **STANDARD TYPE** or **CUSTOM TYPE** tab, click the chart type you want.

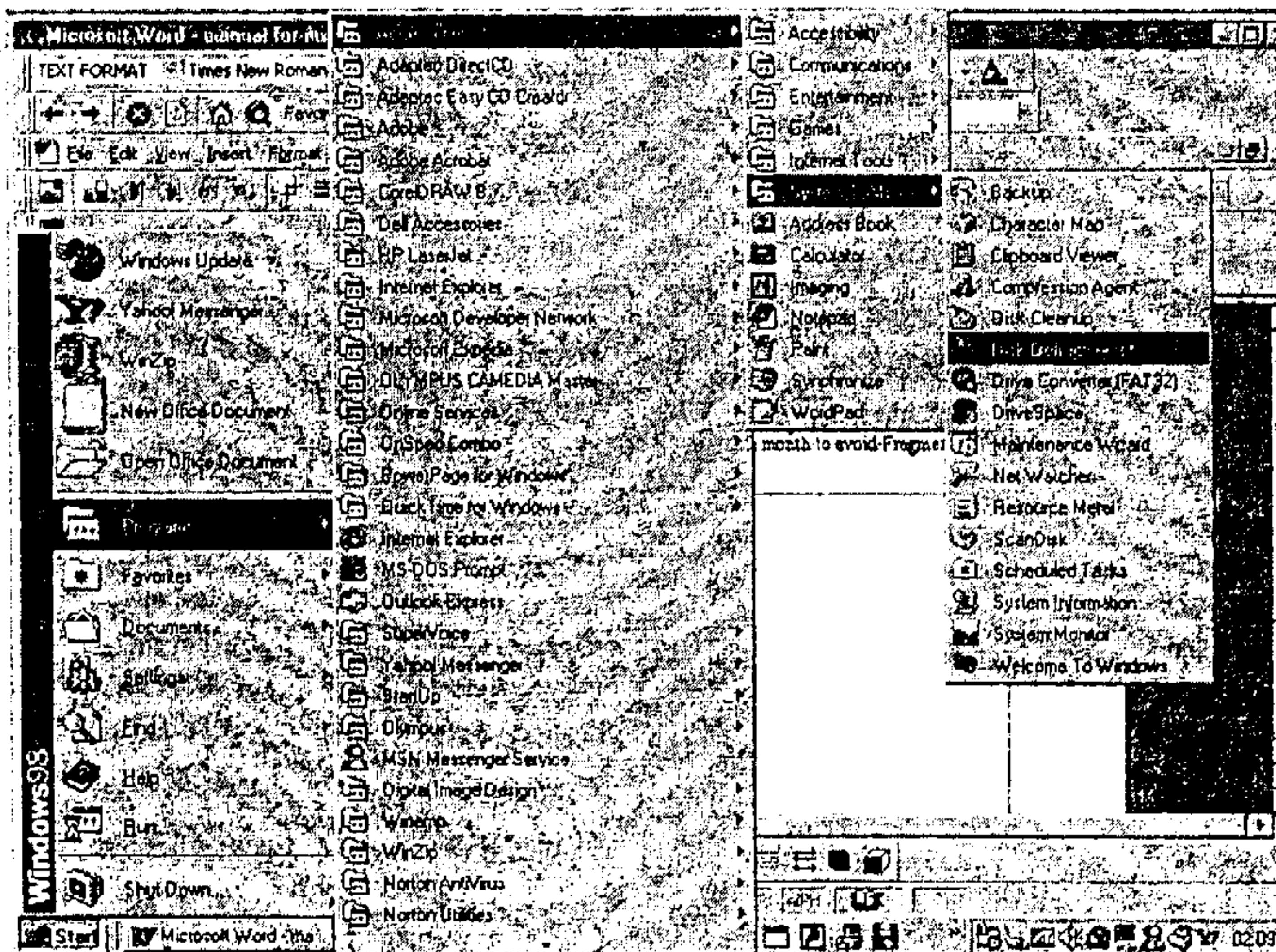
♠ Click **MAP**.

- ♠ If prompted, select the map you want to use.

CHAPTER FOUR (Solving Problems)

4.1 Easy Tips to Work efficiently with your Computer

- ✓ Disinfect the floppy using Anti virus Program before using on any computer. This will ensure that your work is free of viruses. If you don't know how to do it, ask the Computer Analyst or and other professional.
- ✓ Don't change the settings from the Control Panel, as it will cause major problems for the other users and even yourself.
- ✓ If there are some unknown messages on the screen, do not try out to solve by your self. ask the related professional.
- ✓ Do not delete any files from the hard disk unless you are sure about them. Once the file is deleted from the Bin, it is impossible to restore.
- ✓ Do not save pictures and image files on the hard disk (c:\) , it will slower the speed of your computer.
- ✓ If the system is halted and you can't move the curser, press **Ctrl_Alt_Delete**, the computer will restart. It is recommended that you ask the related person before doing this.
- ✓ If this does not work, restart the computer by pressing the power/restart button.
- ✓ Try not to give passwords of your own, ask the related person if it's too confidential for the file to protect it.
- ✓ Do not create folders on the root directory i.e: C:\, it is advised to make folders in My Documents/My Briefcase. You can create subfolders under a folder and so on.
- ✓ If there is any message during bootup, call the professional.
- ✓ Try to Defragment your Hard disk once a month to avoid Fragmentation.



4.2 Basic Trouble Shooting

Some times the computer gives certain messages and the user is confused what to do. Here are some of the most common messages that can be easily solved by the user.

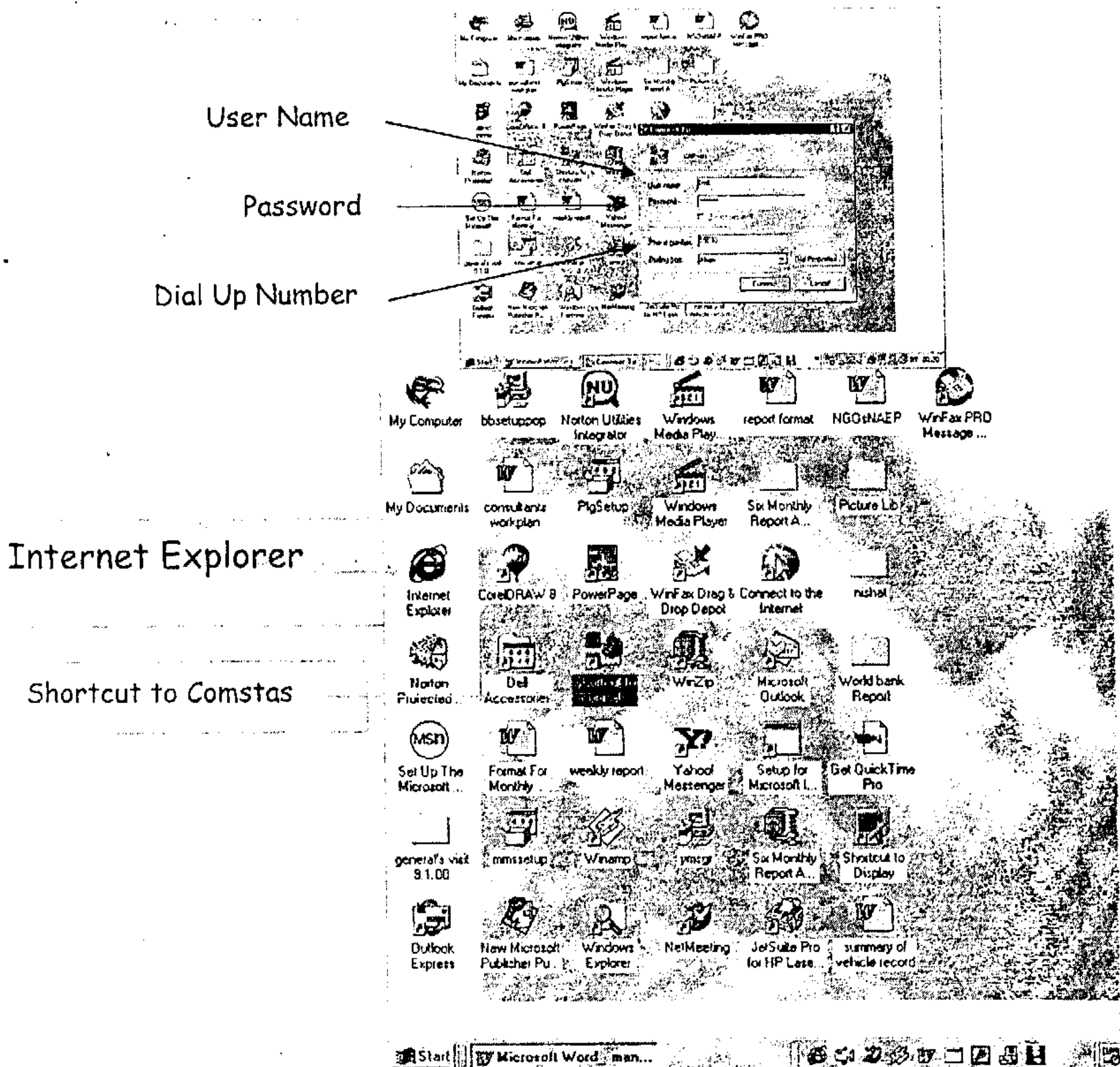
Message	Possible Cause	Corrective Action
Diskette Drive A/B not accessible.	Diskette A/B is not present in the drive.	Ensure that the diskette is inserted properly in the drive.
Disk is not formatted	The floppy Disk is not formatted .	Format the Floppy using Format Command from the File Menu.
Disk is Full	The floppy disk is full and it can't save more information.	Use a new blank floppy disk to save your work.
Virus	The virus has corrupted your data on C: or Floppy disk.	Scan the disk using scan disk in the System tools menu or Disinfect the disk using Dr. Solomon's Anti virus toolkit.
The disk is write protected.	The floppy is write protected and you can't write on it.	Close the open file, remove the floppy and switch the write protected knob upwards. Insert the floppy and start your work.
Insufficient Memory	Too many programs are currently open.	Close some programs from the window.

CHAPTER FIVE: Using E-Mail

5.1 Connecting To Internet Service Provider.

Consult an IT person to establish and configure the account for you and then follow the following steps.

- Click *Short Cut to Comsats* on the Desktop



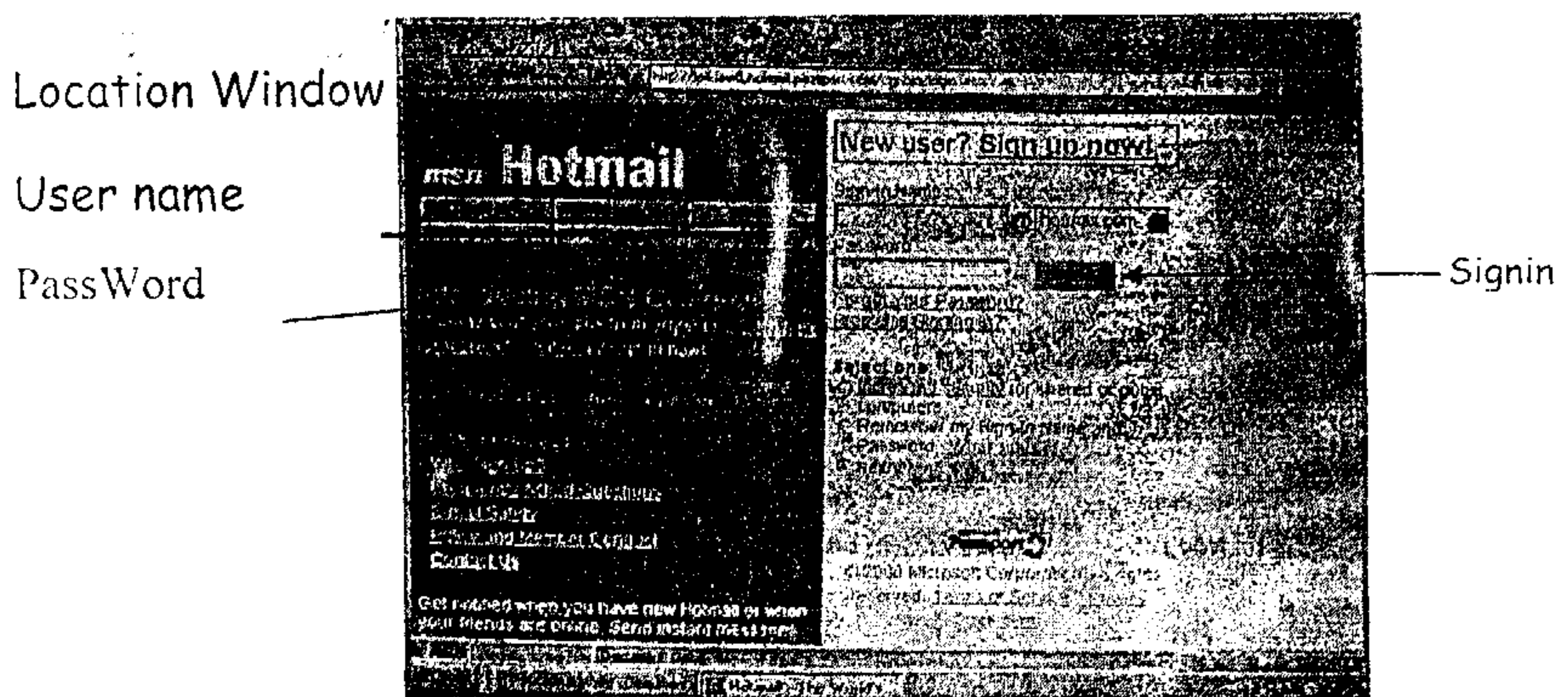
- Enter the Password, given to you .
- Click **Connect**
- Wait till the message *connected* appears or the symbol flashes down to the task bar.
- Click the *Netscape Communicator* or *Internet Explorer*(which ever is installed by your system administrator)
- Your Home Page will appear.

Your Home page is the first web page which appears as you connect to the internet. It may be any page, you can see the address in the location window. To change the current homepage

you can type the address of the page/site you want to visit. For example:, www.abc.com, www.ptv.com, www.yahoo.com, www.urdupoint.com etc.

5.2 Hotmail Users :

- If your home page is Hotmail then the hotmail front page screen will appear, Click Hotmail from the options given on the screen.
- If your Home Page is not hotmail, type **Hotmail.com** in the Location Window
- Enter your username.
- Enter your Password
- Click **Sign In**.



5.3 Hotmail Inbox

Shows the mail you have received in your hotmail account address. It gives you a list of received mail with the Sender's name, subject and date of arrival.

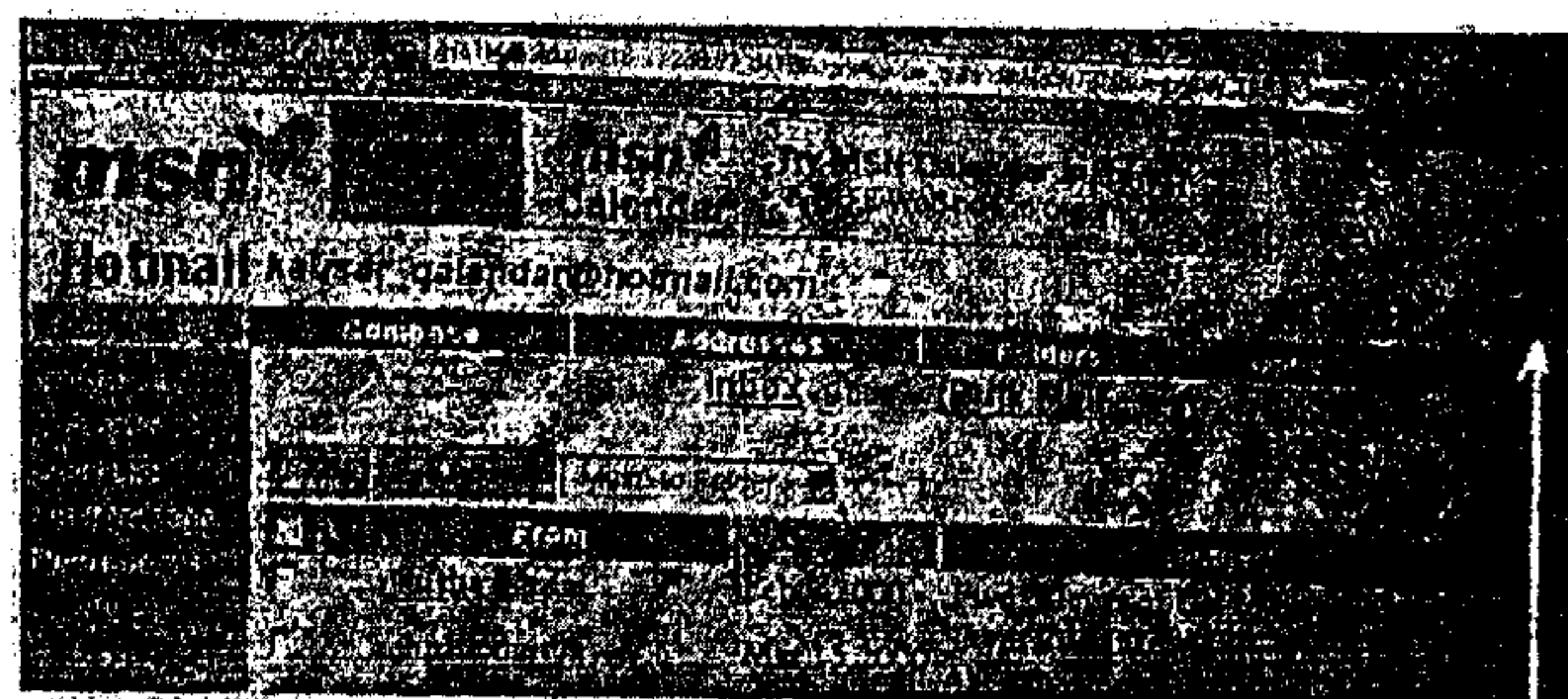
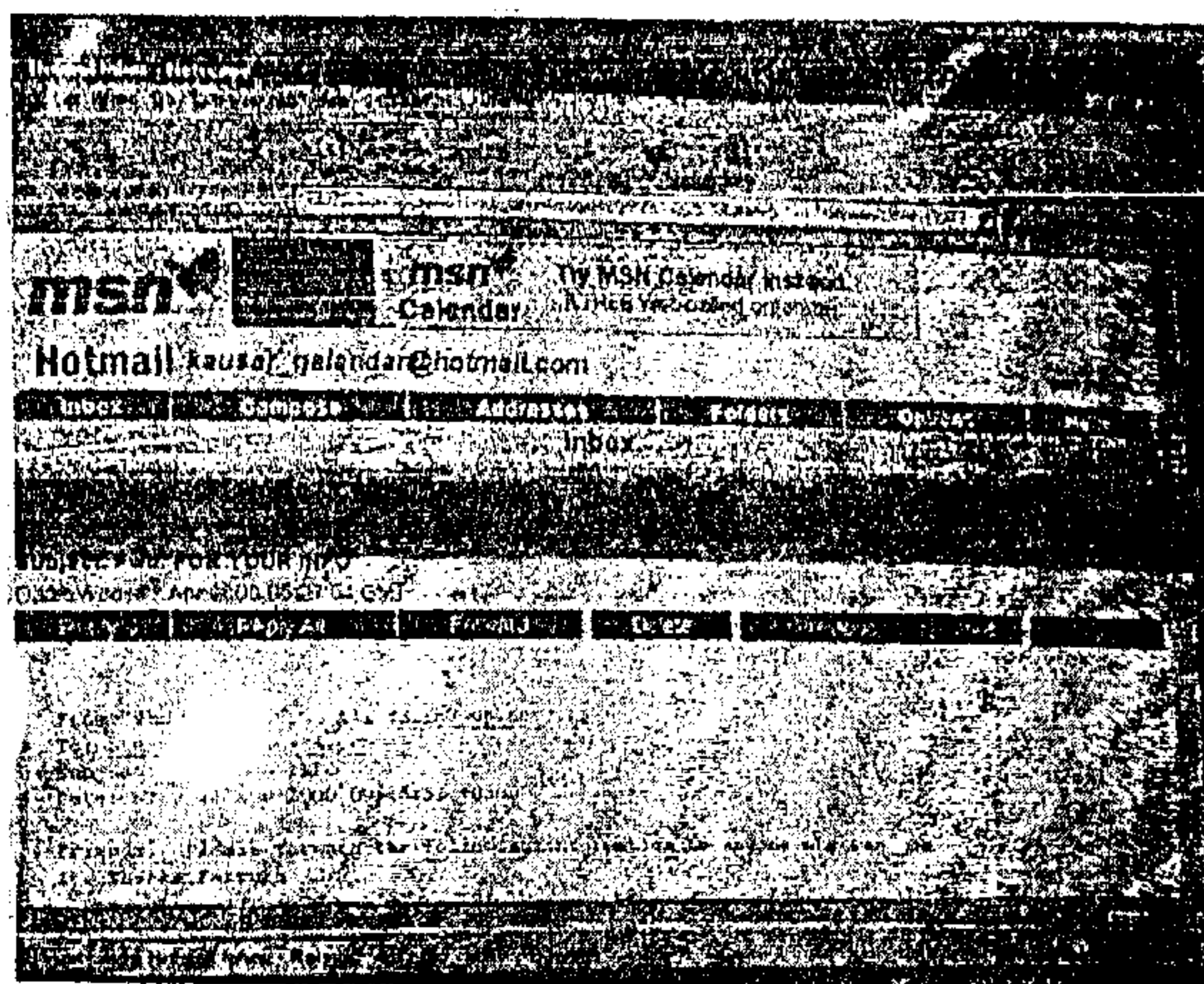
To read the mail

- Click on the mail you want to read.
- Wait a little till the mail content appears.
- Read and if you want to reply, click **Reply** from the menu.
- Write down the letter and when you are finished click **Send**
- You will receive a confirmation message, it shows that your mail has been sent to the required address.
- Click **OK**

Inbox

Compose

Reply



Sign Out

5.4 Sign out

When you are finished with work and want to quit Hotmail account, you should signout instead of closing the window. This will ensure that your account is closed safely and nobody can access it. To Sign out

- click **Signout** at the top right of your page.
- Close the window when you get a message saying you have been successfully signed out.

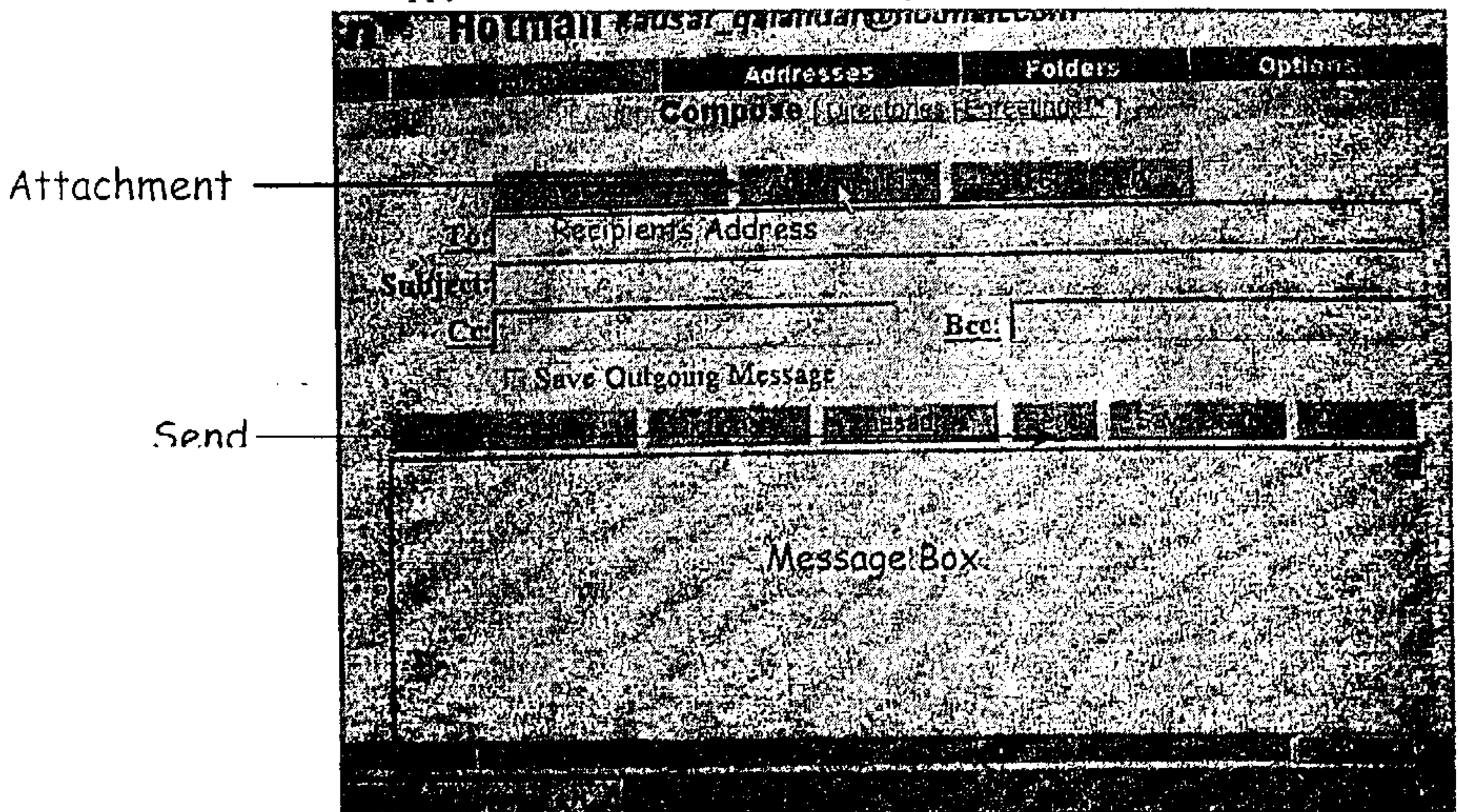
5.5 Sending Attachments

When you have to send large files, for example files with graphics or pictures, large documents or reports or files which are not a part of the actual message but related to it; you can send them as Attachments. Attached files are sent without changing the format of the file, so it is recommended to send important files and reports as attachments with the message. Attached files will go with the message but as a separate file.

- Click **Compose**
- Write down the actual message
- Insert or type the recipients address
- Click **Attachments** from the menu given above the message box
- Click **Browse**
- Give the correct path of the file to be attached with the message
- Double click the name of the file
- Click **Attach File**
- Wait a little till you get the cursor ready
- Click **done**
- The original Compose screen will come
- Click **Send**
- You have sent the attachment

NOTE:

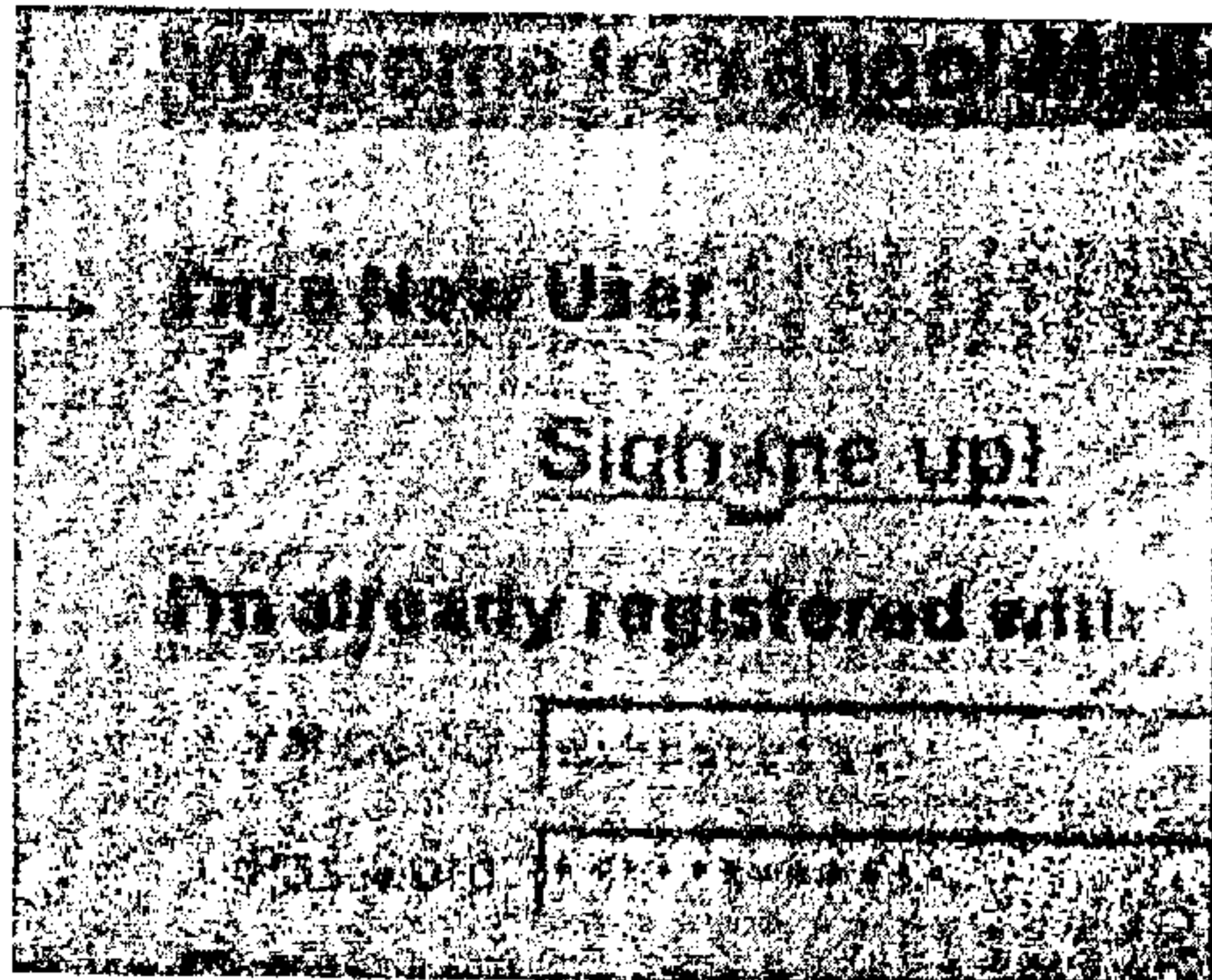
- ❖ The attachments take some time usually 5-10 minutes, depending on the size of the file, you should wait till the file is attached completely.
- ❖ You can't send very long documents of big sizes at once, if there's any problem, send the attachments in parts, by splitting the file into parts.
- ❖ Be sure to insert the floppy disk in the drive, if the attached file is in the floppy disk. Do not remove the Floppy until the file/files are sent completely.



5.6 Yahoo Users

- If your home page is Yahoo! then the main page screen will appear, Click Check Mail from the options given on the screen.
- Enter your **username**.
- Enter your **Password**
- Click **Sign In**.

New Users Click This

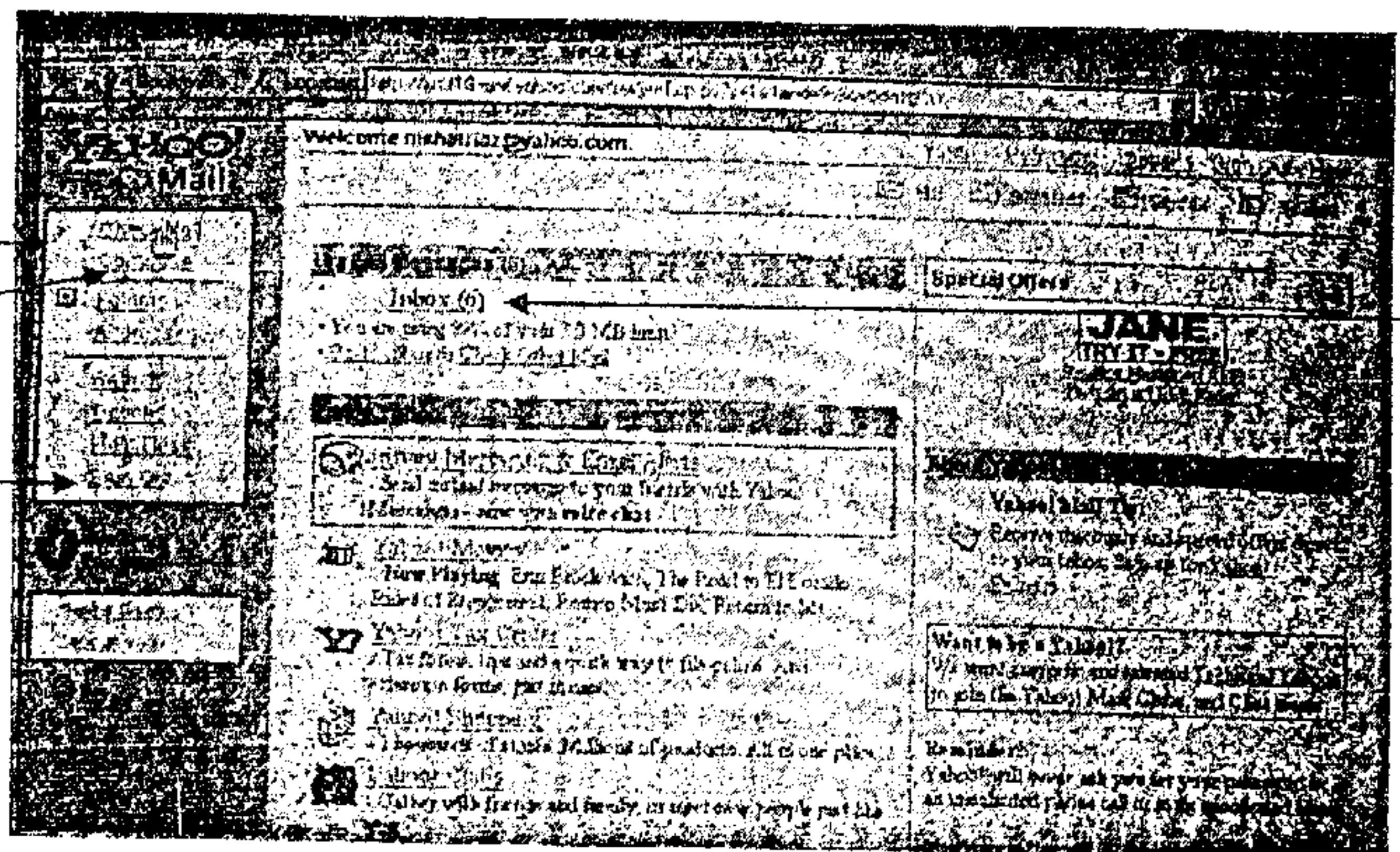


If your Home Page is not the yahoo, type **yahoo.com** in the Location Window and use the above instructions for checking and sending your mail.

Check Mail

Compose

Sign Out



Yahoo Mail Box

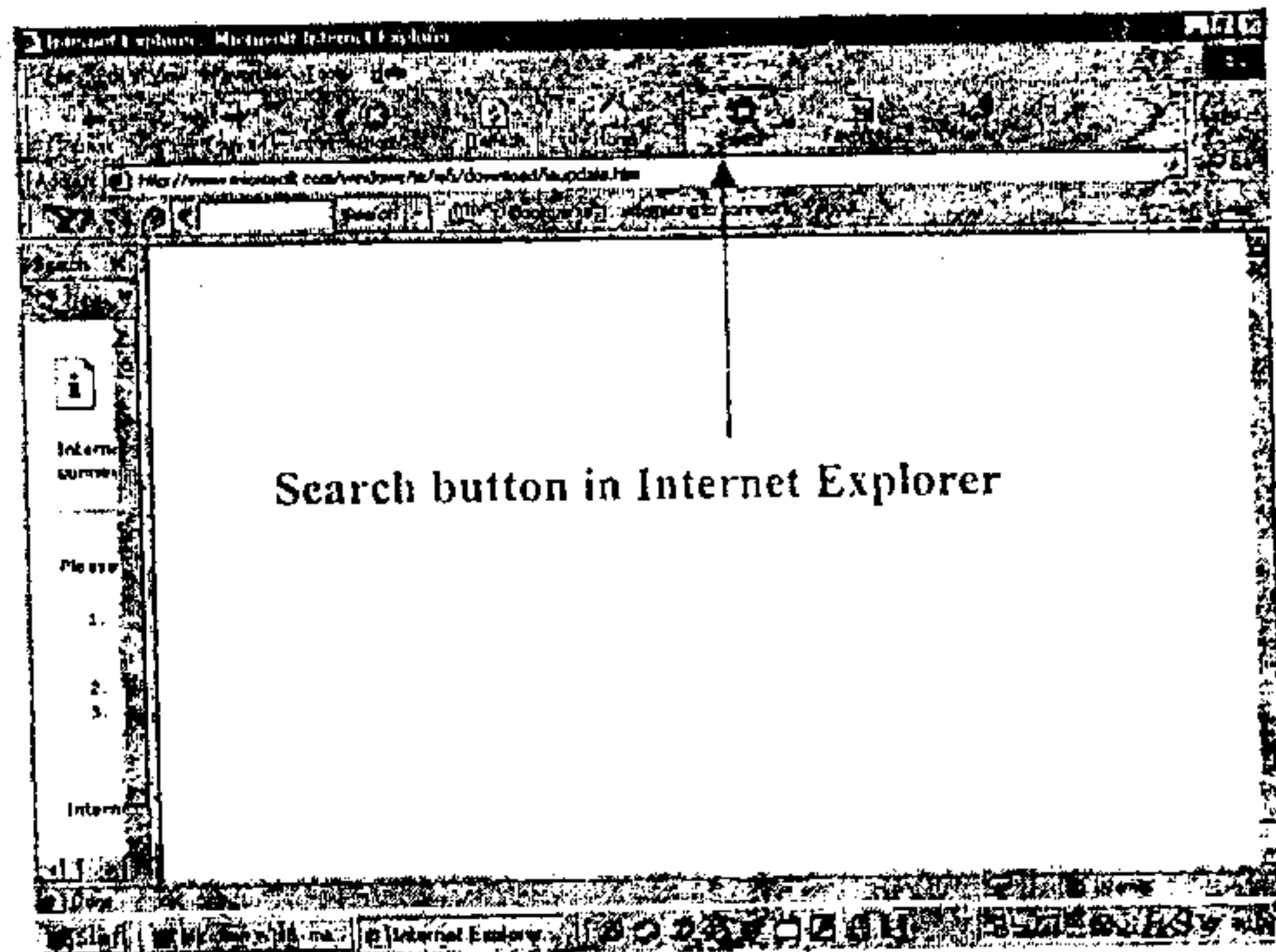
5.7 Reading, Sending, Attaching Mail

The procedure is same as for the Hotmail Users, described above. Just Click on Attachments, Browse(for locating the source of attached file), Attach and then Send

You have to Sign Out when you are finished to come out of your account.

5.8 Using Internet

You can use internet for distance learning. If you want to search for something just type in the name of the topic and click **Search**. For example if you want to find out something about Education, type Education in the window with search option and Click Search. You will get a number of options and various sites explaining education in details. Click on the site according to your interests.



Note: If you are using Internet explorer, Click Search Button first and then type the name of desired topic.

CHAPTER SIX: TIPS AND TRICKS

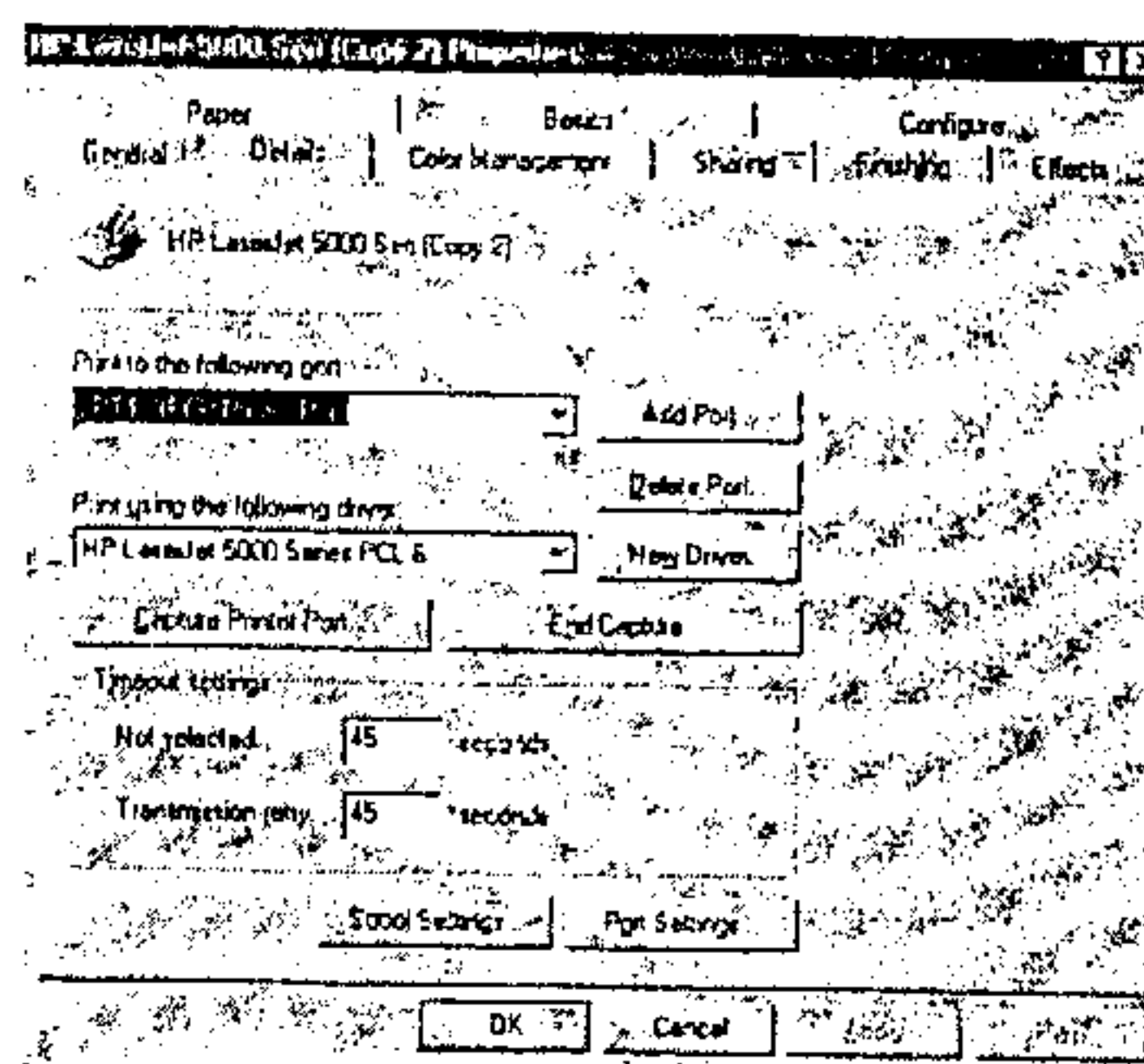
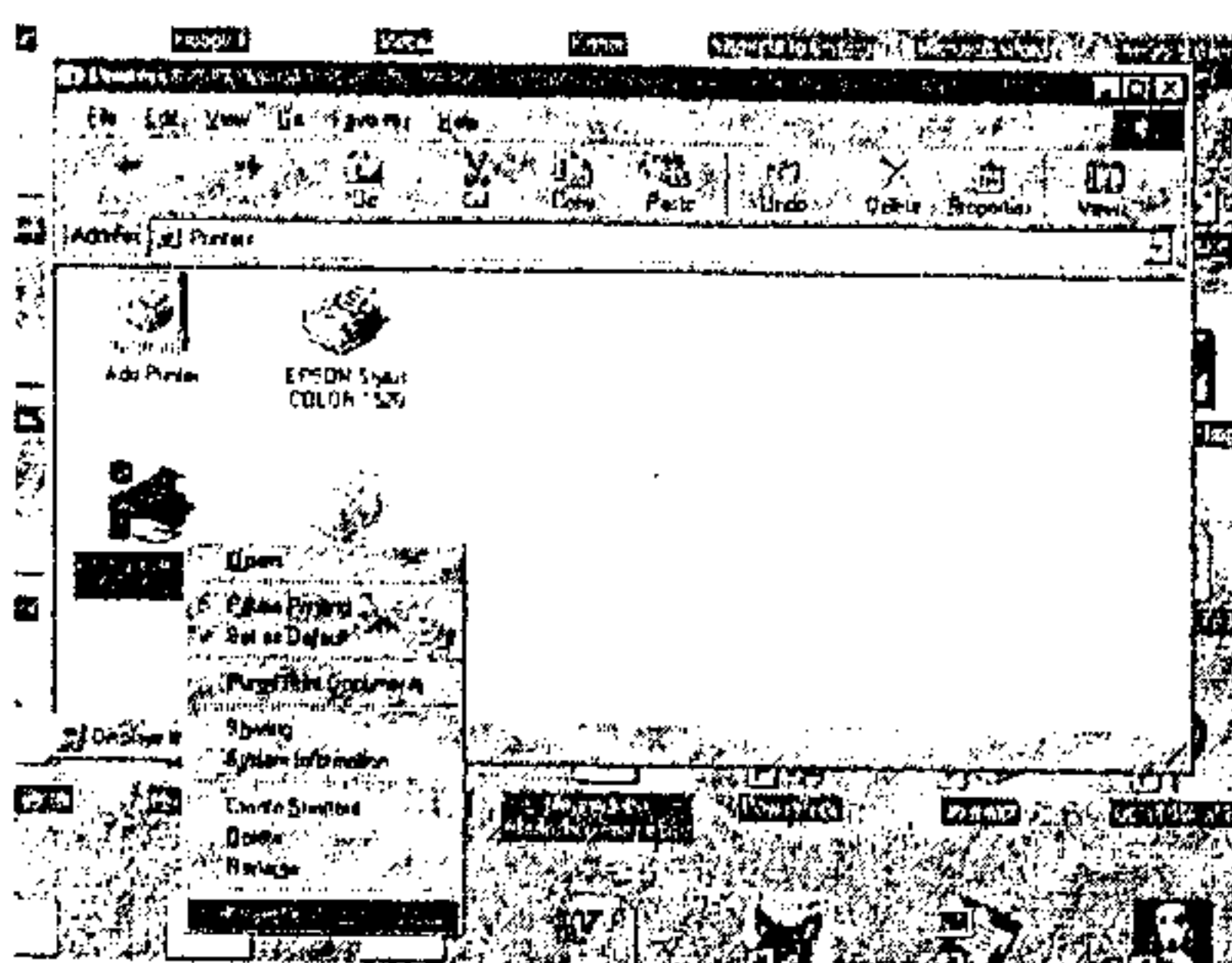
Printer problems:

If your printer has been bad and needs to take a timeout, then you can send it to the corner for more than the standard 15 seconds. Usually, if the printer receives an error, it will timeout and retry in 15 seconds. That's all good and well, but usually 15 seconds is not enough time to correct whatever caused the error in the first place.

To change this value, select the **Printers** from the Start menu's Settings option. Right-click the printer you want to change and select the '**Properties**' option.

Now, select the '**Details**' tab.

At the bottom, there is an option called '**Not Selected**' -- this is the value you need to change. Why they named it '**Not Selected**' is probably beyond logic, but there it is.



Change this value and click the '**Apply**' button.

DMA Support for Hard Drives

DMA (Direct Memory Access) is a method that Windows uses to allow devices to communicate directly with the computer's memory thus allowing faster access. Some memory is used up, but the slowest part of your computer is disk I/O so anything that can help speed this up is a good thing.

Please note, if your hard drives are **Ultra-DMA**, this method **WILL NOT WORK!**

To enable DMA on your drives, right-click the **My Computer** icon and select **Properties**.

Click on the **Device Manager** tab.

Select **Disk Drives** and choose your hard drive from the list.

Select **Properties** and

click on the **Settings** tab.

Check the **DMA** checkbox.

Windows 98 will have a small warning pop up. Don't worry about it, just select Close.

Repeat the same with your CD-ROM drives.

Swap File Maintenance

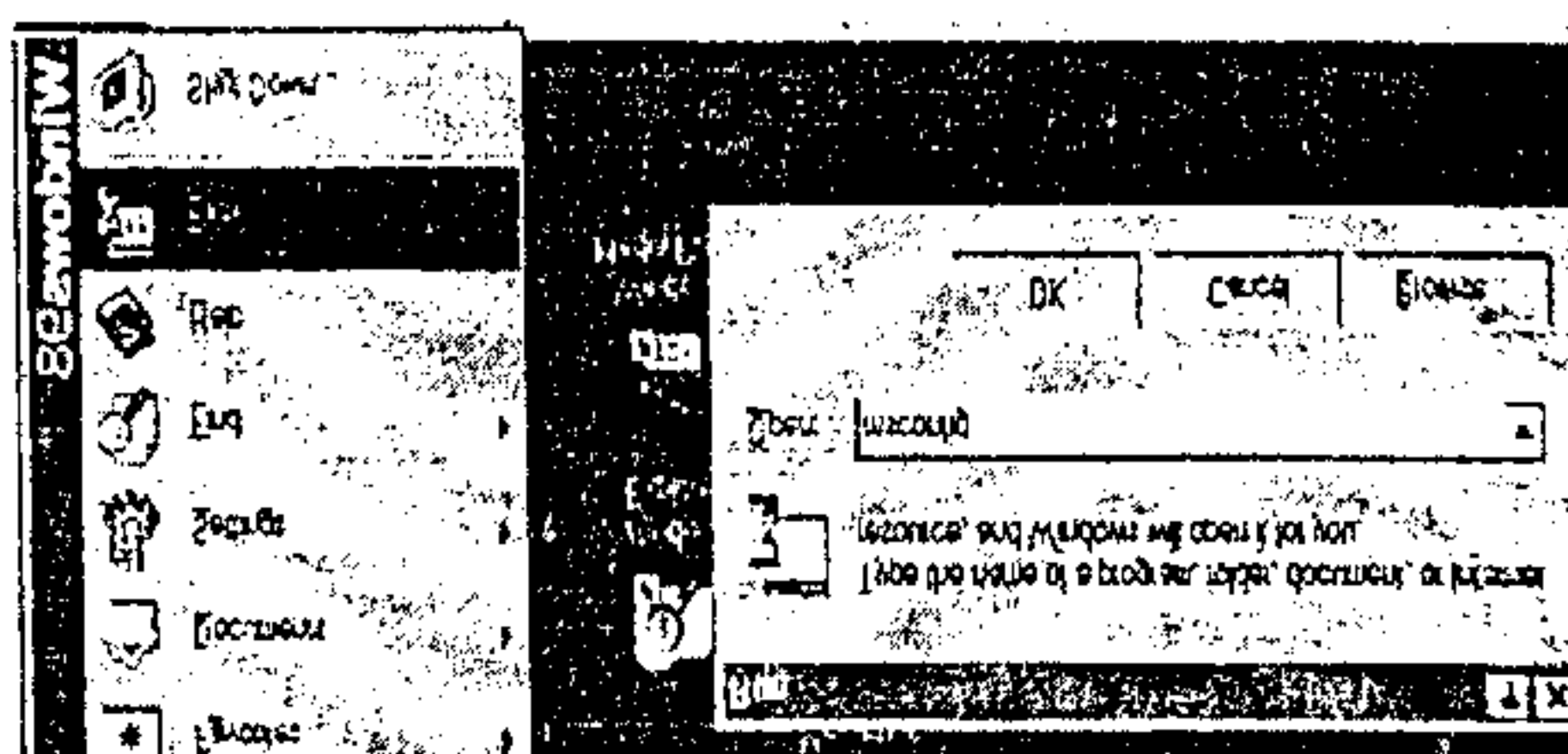
Many people have the Windows system manage their swap file for them, which is fine. However, there is one problem: Windows uses the swap file for virtual memory, so if the file becomes fragmented, this can cause a major system slowdown! To remedy this situation, there are three solutions.

- Copy the swap file to an empty disk and de-fragment the file. Then copy it back. (Note: This can be dangerous and somewhat risky.)
- Delete the swap file and let Windows reallocate it. (I don't recommend this method, either, since it might cause your system to freeze up or not to boot.)
- Buy a third party product such as Norton Utilities and let it defrag the swap file. (This is probably the best solution because it allows a defrag of the swap file with minimal danger to your system.)

Remember, Windows ME will require an upgraded version of Norton Utilities from Windows 9x.

Startup Load Programs: No Registry

For those of us who shake when altering the registry, there is a much easier (and safer) method to alter the programs you want to begin at startup and those you don't. Click the Start button and select Run, now type MSCONFIG and hit enter. Up



comes a really nifty (yes, I said nifty) dialogue box. At the top, select the Startup tab and you can now check the programs you want to start, and uncheck those you do not.

Be careful, though; some that may seem unimportant are really important for Windows. The good news is,

System Restore

System Restore is a handy method you can use to put your system back to the way it was at any given point that you choose. The System Restore doesn't change data files such as emails and documents, but will change the registry and installed components to their original configuration from the point of the last restore save.

- To create a checkpoint, Click **Start** then go to **Programs, Accessories, System Tools, and System Restore**.
- Now, select **Create a Restore Point** and click **next**.
- Type in any name for this checkpoint and click **Next**, then click **OK**.

System Restore

To restore your system to a previous checkpoint you created in System Restore (you did create a checkpoint, right?), click the Start button, then go to Programs, Accessories, System Tools, and System Restore.

Next, select Restore My Computer To An Earlier Time and select the name of the checkpoint you created.

Now your computer will put itself back to the way it was before.

Renaming the Recycle Bin Option

Did you know that Windows will allow you to rename almost any icon, but not the Recycle Bin? Now that's just rude!

Well, now you can add a 'Rename' function to the Recycle Bin and call it 'The Pit' if you want. Here's how:

Run **Regedit.exe** and go to

Now, change the value to **50 01 00 20**. This should do it.

HKEY_CLASSES_ROOT\CLSID\{645FF040-5081-101B-9F08-00AA002F954E}\ShellFolder\ and double-click the attributes value.

How To Run Registry Checker From Start Menu

Select '**Run**' from within the Start menu,

type '**scanregw**'

and then select '**OK**'.

The registry scanner will now run and create a backup of your registry, if needed. Windows automatically does this for you during startup, but it is a good thing to do anyway, especially if you are changing your registry.

DOS Delete Command

If you want a bit more power to delete files, you can use the DOS command line to access the DEL command. For example, if you wish to delete all files with the TMP extension, you could use the **DEL *.TMP** and any file with that extension will be deleted. Note that the deleted files will not be moved to the recycle bin.

Trash the 'Trash Bin

For some users, the Recycle Bin is nothing more than wasted space on their desktop. You can removed the Recycle Bin in many ways, but since I like the registry so much, here is how you can add a 'Delete' function to the Recycle Bin:

Run **Regedit.exe** and go down to

Now you should have a 'Delete' option on your Recycle Bin menu.

HKEY_CLASSES_ROOT\CLSID\{645FF040-5081-101B-9F08-00AA002F954E}\ShellFolder\ Double click the 'Attributes' value and replace the current value to 70 01 00 20.

Animation, De-Animation

Although animation in menus is really cool, and the sliding special effects are neat, for many users the computer resources needed to perform these little tricks are too much for the pleasure received. You can turn this feature off and actually get quite a bit of return. To do this,

right-click on your desktop and select **Properties**.

Select the **'Effects'** tab and

remove the checkmark next to **'Animate**

windows, menus and lists'. Although you will lose the animation, you will gain more computing power.

IF YOUR BROWSER IS STUCK

If you're surfing along happily and suddenly you're spinning your wheels, or if you've got a lot of windows open and all of a sudden you can't navigate or open new ones, your browser probably stopped working. Try hitting **Stop** and then **Refresh or Reload**. If you've got lots of windows open, try closing a few. If they won't close, your

browser has stopped working. Press **Control-Alt-Delete** to bring up the Close Program box.

Look for **"Not Responding"** by your browser's name. If you see that it's not responding, click **End Task** and then re-open your browser and start again.

Control Key For Copying

To copy a file without having to perform much work, press and hold the **CTRL** key while dragging the object to its destination. Windows will automatically assume that you want to copy and do so without any further effort on your part.

Quick And Easy PC Tune-Up"

Although the tips on this page may be obvious to most, many new computer users need a reminder to perform regular maintenance on their computer's hard disk.

It begins to be noticeable. Your personal computer seems to take more time to boot and load programs each time you use it. And, you become aware that the hard disk is nosily thrashing around. You're thinking "it didn't act like this before. Is something wrong?"

If this is you then your PC is a due for a little tune up. Don't worry -- you don't have to open the hood, get grease on your hands, or take the chance of rapping your knuckles on a stubborn bolt. You don't even have to buy any tools. If you use Windows 95 or even Windows 3.1 under DOS, you already have them.

New and inexperienced computer owners often fail to perform regular disk maintenance on their systems simply because no one told them it was necessary. Just like with your car, regular computer up-keep will help keep it running at maximum speed and efficiency.

But, before you perform a PC tune up you should educate yourself on how your computer works in order to understand why it needs to be done on a regular basis.

How Your PC Stores Files

An interesting thing about PC's is the fact that when your computer writes data to your hard disk, it slaps it down just about anywhere it wants to. The hard disk is constantly spinning beneath the disk heads that float just above it. Whenever the computer calls for a write to the disk, it just puts the data down in a random fashion on the first empty area it comes across. If the empty area is not large enough to hold all the data in the file it's writing, it breaks it up into portions and deposits the parts onto the disk in different areas.

This is a fast way to get data to the disk, but it's also a very sloppy process. After writing to the disk a number of times, your files have a tendency to get broken up into bits and pieces that are spread out all over the disk. Some of these files will be arranged on the disk in order while others may be placed in unrelated sections.

Every time your computer needs a file, it first refers to the File Allocation Table or FAT on your hard disk. The FAT is like a map of the disk that shows the location of all the files on the disk. Your PC looks in the FAT for the location of the file it needs, then moves the disk heads to the place on the disk where the file should be and waits for the file to appear under the heads. After the file appears under the heads, the computer loads it into memory (RAM) for processing. If your computer needs to get more than one file, or if the file is broken up into segments, it then has to go back to the FAT, then to the new position on the disk for the rest of the file. The process is repeated as many times as needed to get everything your computer needs to complete the task of loading all the data it needs into memory.

As you can see, all this disk activity takes time. Granted, not very much time, but it still hangs things up for a microsecond or two. And those microseconds soon begin to add up. And it gets worse as files are added, modified, or otherwise worked on.

Keep in mind that this is a normal process. Depending on how you use your PC, your computer will store files in one or more chunks scattered around the disk. As the process continues over time it will begin to slow your system down.

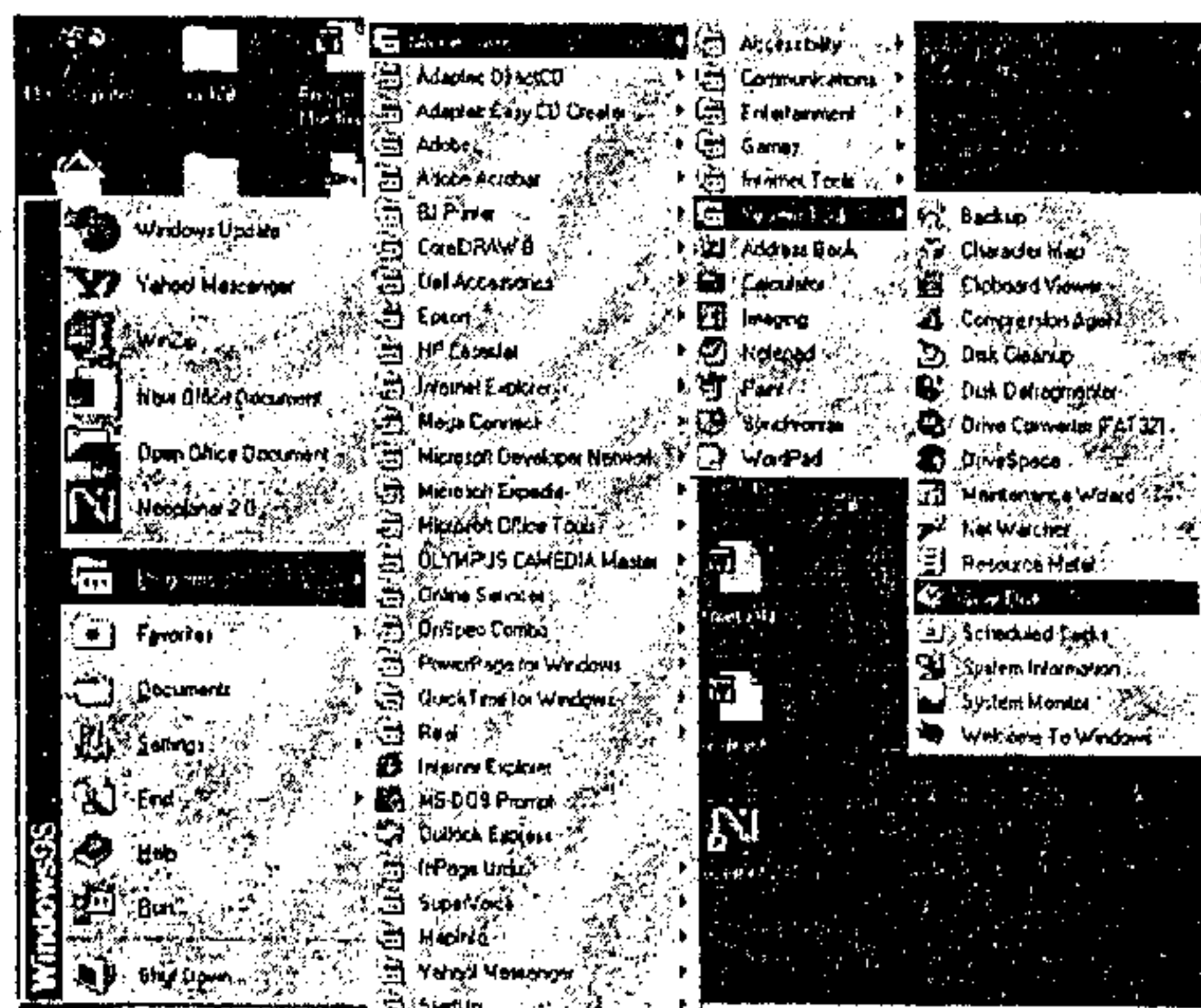
If you are running Windows 3.1, or already have two system that will your disk and check

Using ScanDisk

The first tool you program called is a program that disk for such things chains and corrects you elect to have ScanDisk will also

for any physical defects that will cause it to have problems storing files. If it discovers any areas that will bring about problems in the future it will mark these areas as unusable and files won't be written to these areas.

To run the ScanDisk program, just type scandisk from the DOS prompt. It will display its opening screen where you can select any program options to run before the program actually begins. There are two options that should be noted here that produce reference files you could use later on. The first option allows you to save any files that are found to have errors to a floppy disk in the event you need to restore the original. Ninety-nine percent of the time you won't need to save these files, but if it make you feel better to have a back-up, then do it. Another option will let you create something called an undo disk. I recommend NOT using an undo disk because the least bit of activity can cause loss of important data if one or two files are changed on the disk. ScanDisk will look at all the files on your disk and repair any problems



DOS 6.0 or later, Windows 95, you nice tools on your help you clean up it for errors.

should run is a ScanDisk. ScanDisk will check your hard as lost clusters and these problems if the program do so. check your hard disk

that it finds. When its finished, it will display a dialog box titled Problems Found that lists any files it found with errors and the action it took to correct those files. It will also ask you if you would like to save any questionable data it ran across. Unless you're missing some data or having problems with any programs, just choose the delete option.

After ScanDisk finishes checking the file structure of your disk, it will ask you if you would like to check your disk for surface defects. If this is the first time you have run ScanDisk, I think it would be a good idea to go ahead and let the program check the surface. Thereafter, you only need to run this part of the program every few months. If ScanDisk happens to find any areas on your disk that are defective, it will mark these areas as not usable and prevent any data from being placed in them.

The size of your disk reflects the amount of time it will take ScanDisk to check the surface. The larger your disk - the longer it will take to complete the process. ScanDisk estimates the time it will take to do its job, but count on it taking a bit longer. If you elect to check the surface, start the program and go do something else for a while. This takes some time to complete.

When the program is complete it will provide you with a report detailing what it has done to correct any problems you may have had with your disk and how ScanDisk handled them. You can either view the report on your screen, save it to a text file, or print it out for later reference.

Exit the program and start the next process of cleaning up your disk

Using DeFrag

To get all the files back in order on your disk, it's a good idea to defragment the disk every now and then. Defragging your disk puts all your data and any corresponding files back into consecutive order with each file stored in one location on your disk. It also re-writes the FAT to correspond to the new file locations. Any files that are broken up into sections and spread out on the disk are put back together - all lined up nice and neat so that your computer can find them faster. The end result keeps the disk heads from thrashing about all over the disk searching for the files that your computer needs.

DOS and Windows users already have a disk defragmenter that works quite nicely. You run this tool from the DOS prompt by typing *defrag* and pressing the enter key. (Windows 95 users see the note below.) The program will start with an opening screen that presents you with a few options. To gain maximum benefit of the program you should choose the full optimization option each time you run defrag. Depending on how long it's been since you last defragged the drive, and what the capacity of the drive is, it may take a while to get things done. You can go do something else while the process continues.

When the program is finished it will display a dialog offering you a choice of working on another drive or exiting. If you have another drive you may as well defrag that one also. You cannot defragment a CD ROM drive. Exiting Defrag will return you to the DOS prompt.

Depending on how you use your computer defines how often you should run Defrag. A good rule of thumb is to run it about every month or so. If you use applications that write to your disk often - say word processing or spreadsheets - or you use your computer on a daily basis then you should run it more often to keep your system running as fast as possible.

About Disk Compression Utilities

Beginning with the release of DOS 6.0, MS Windows 3.1, and MS Windows 95 disk compression software became available with disk operating systems as an included utility.

There are also commercial compression packages available for users of older DOS systems that don't include compression, one being Stacker. Although these utilities free up vast amounts of hard disk space, often allowing up to twice as much storage space, they do not achieve this remarkable feat without a penalty. Translating the data to and from a compressed state takes a small amount of time - resulting in slower access times. It's best to avoid using these utilities if you can.

If you find that you need more storage space it may be better to consider the purchase of a new hard disk. Prices are very reasonable for good hard disks of 1Gb or more. And, the enhanced electronics used for controlling the drive are much better than even a year ago. Your PC vendor will be more than happy to help you choose and install an additional hard disk to your system. Use the compression software only if you must and be prepared to take a performance hit if you do.

Precautions

It's always a good idea to back up your hard disk before you attempt to do any work on it. This gives you a working copy you can use to restore your disk if you find yourself in trouble. Again, Windows 95 and 3.1 users will find a handy back-up utility already installed on their computers. See your Windows documentation or help file on using the included back-up application.

If you don't have your disk backed up, at least copy the data you consider irreplaceable onto floppy disks or other removable media.

Note: If you don't have your disk backed up and doing any work on it results in the loss of a program, program function, and/or data, you will have to re-install the affected programs/data from another source.

A Note To Windows 95® Users

Users of Microsoft's Windows 95 can access these same programs from the Start button. The tools can be found under Accessories - System Tools. Select either Disk Defragmenter or ScanDisk from the menu depending on the program you wish to run. The selected program will launch from there without exiting to the DOS prompt.

Boost Your PCs Performance Without Spending Money

One of the easiest and fastest ways you can increase the performance of your personal computer running Windows 95 is to add more memory to your system. And, now that prices for memory modules are at an all-time low, it's an inexpensive upgrade too.

Even though the standard amount of memory in computers today is 16 megabytes bringing your system up to 32 megabytes of Random Access Memory (RAM) is good idea. With the new software tools available today hogging up memory at an alarming rate, it won't be long before 32 megs is standard anyway.

All personal computers are made to be expanded and you can easily install more memory in your computer. It will take you about 15 minutes and extend it's useful life.

Determining Module Requirements For Your Computer

The RAM your computer uses is on chips that are packaged in a device called a Single In-line Memory Module, or SIMM for short. You can buy SIMMs that contain 4, 8, 16, or even 32 megabytes of capacity. The SIMMs slip into slots on your computer's main board that are made

to hold them.

Most computer main boards have two memory banks. Each bank will have two slots to hold the modules. One bank will already be used for the memory you presently have installed, so you're free to use the other bank for additions. Click [here](#) for a photo of a typical computer main board and how to spot the memory banks.

There are three general rules that you must abide by for installing SIMMs in the open bank – both empty slots must be filled with a module and the two modules must have the same amount of memory capacity. The other rule is that the speed of your new SIMMs must be the same as the speed of those already in your computer. In other words, if you're going to add 16 megabytes to your system you must purchase and install two 8 megabyte modules.

You will find the information about the memory you already have in your system by reading the reference material that came with your computer. Or, if you don't have the information, you should be able to get it from the manufacturer. You will need to have the machine's model number and serial number for the company when you call. While you have the manufacturer on the phone you can check with them about their prices on the modules you need.

Getting into the machine

This is the part that scares a lot of computer novices. You're going to have to take your computer's case off and get inside to install your new memory modules.

The first thing to do, and this is important, is to unplug the computer from the wall outlet.

You will need either a slotted screwdriver (Phillips) or, a nut driver to remove the screws on the back of the case. Back the screws out and carefully slide the case off the computer and set the case aside. Don't go poking around in there until you read the precautions below.

Rules for handling computer chips and parts

Computer chips are very sensitive to electrical currents and you can fry them easily with a jolt of static electricity. What you consider an annoying snap when you reach for a door handle can actually be an electrical charge of several thousand volts. Before you even take the chips out of the package you must take special care to avoid smoking them. Winter time is especially dangerous because you can pick up charge so easily moving around in the house. Even a small charge can render computer chips useless.

Some chip manufacturers include a little kit along with the modules. It contains a wrist strap – a paper strap about ½ inch wide and about 3 - 4 feet long. Imbedded in the strap is a thin strip of copper. You use the strap by wrapping one end around your wrist and connecting the other end to an electrical ground. The ground connection can be a water pipe or the metal screws that hold the faceplate on any electrical outlet.

If you didn't receive anything like this with your new chips you can easily make up a grounding strap yourself with a piece of lamp cord, speaker wire, or just about any other piece of stranded copper wire. Just peel the insulation off one end enough to wrap around your wrist and the other end to attach to your electrical ground.

Installing the modules

Installing additional memory modules in most machines is fairly easy. Sometimes the most difficult part is locating the slots that hold the modules. Some PCs have a lot of extra ribbon wiring and expansion boards that hide the slots from view. You can move the ribbons somewhat to help you see better but, be careful you do not disconnect them from the

components.

Once you find the empty slots the new modules are inserted at a 45 degree angle, then raised vertical. You will hear and feel them lock into place. They will only go in one way so you don't need to worry about getting them in wrong. If the module won't snap into a locked position simply turn it around and try again.

Finishing up

After you install the new modules you can button the case back up and plug your PC back into the power outlet. (You can remove the wrist strap now too.) Reconnect any peripherals you may have unplugged to remove the case. You're now ready to re-boot your computer.

Most PCs go through a series of tests when you first turn them on. You may have noticed these tests and watched the screen as some cryptic messages appeared. One of these tests involves checking your computer's memory.

As you turn on your PC and it goes through the boot-up process pay attention to the screen. It should go through a memory check. Note the total amount of memory should now reflect the additional memory you just installed. If the figure is correct you're all set.

If you are using Windows 95, another way to check the amount of RAM in your system is to click on the My Computer icon. Select Control Panel then System. Under the General tab you'll see a heading at the bottom labeled Computer. Your computer's processor and the amount of system memory (RAM) is listed here.

Windows 95 Notes

In a case where your computer had only 4 Mb of RAM when you installed Windows and you upgrade to a higher amount of memory, you must reinstall Windows. This is because Windows installed a particular set of files that would let it run fairly decent on 4 Mb. When a system has more than 4 Mb, the Windows setup routine installs a different set of files.

To reinstall Windows and overwrite the old files on your hard disk, run the Windows 95 setup program from your original CD-ROM.

Results

With the addition of more RAM you should notice a marked improvement in your computer's operation. Files will open faster and it's now much easier to have several applications open at the same time. You will also notice that the dreaded hourglass icon appears a lot less when you perform a task. And, as new computer applications become more demanding on system resources, you'll be able to take advantage of them now.